

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

CALL CENTRE (4-POSTS)

Salary: R76509.96 Per Annum

REQUIREMENTS:

- Matric
- Computer literacy
- Communication skills
- 12 months relevant experience

RESPONSIBILITIES:

- Interaction with the callers and operation personnel on telephones/two way radios with respect to specific incidents needing attention
- Interpreting coded language information and instruction from personnel on duties to co-ordinate specific action and proceeding with the communication thereof to relevant department/external emergency functions to respond to
- Filling documentation correspondence, report and other related documentation
- Recording and updating registers with details of message, occurrences and responses
- Typing, secretarial support and all other duties as per supervisors instruction

Enquiries in respect of the above position should be directed to the Superintendent Disaster: Mr F Halgreen @ (036) 448 1065 during office hours

Comprehensive Curriculum Vitae, together with certified copies of qualifications, should be sent to:

**OKHAHLAMBA MUNICIPALITY
P.O. BOX 71
BERGVILLE
3350**

The closing date for applications is **14 October 2016, 12 noon**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

**SD SIBANDE
MUNICIPAL MANAGER**