

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

Technical Admin/Cemetery Officer

SALARY: R169 595.52 – R205 034.52 Per Annum (Benefits includes: Medical Aid, Pension Fund, Housing Allowance and 13th cheque

Requirements

- Matric, relevant qualification will be an added advantage.
- Drivers licence code C1
- 1 to 2 years relevant experience

Required Skills

- Good communication skills
- Computer literate

Responsibilities

- Receive the instructions and communicate with the immediate superior to establish details of task
- Attending to the approval of requisitions orders/controlling claims and related departmental issues
- Filling completed work orders in alpha numerical/chronological sequence in folders on request from departmental personnel
- Updating departmental records sequential
- Attending telephone calls, forwarding messages/calls to specific personnel
- Other related duties as per the Supervisor instruction

Enquiries in respect of the above position should be directed to Mr M Hlatshwayo, of Technical Services at (036) 448- 8000 during Office Hours

Comprehensive Curriculum Vitae, together with certified copies of qualifications (Matric) and ID, should be sent to:

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

The closing date for applications is **14 October 2016 @12H00**, if you have not heard from us within 30 days of the closing date; you should regard your application as unsuccessful.

Late applications will not be considered and please note that the municipality reserves the right not to appoint. Canvassing for the appointment will automatically disqualify the applicant

**S.D Sibande
Municipal Manager**