

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

**Thusoung Admin Clerk X1**

**Salary: R 118 835, 04 - R 154 256, 28 per Annum**

**(Benefits Includes: Medical Aid, Pension Fund, Housing Allowance and 13<sup>th</sup> Cheque)**

**REQUIREMENTS:**

- Matric certificate
- Computer Literacy
- Good Communication skills

**RESPONSIBILITIES:**

- Customer focused service delivery.
- Operational co-ordination.
- Assist center manager in facilitating the daily, weekly and monthly adherence to the service roster.
- Disability Desk co-ordination

**Enquiries in respect of the above position should be directed to the Thusoung/MPCC Manager @ 036- 448 6001**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:**

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

The closing date for applications is the **14<sup>th</sup> of OCTOBER 2016, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

*Should you not be contacted within 30 days from the closing date, your application should be deemed to have unsuccessful.*

**SD SIBANDE  
MUNICIPAL MANAGER**