

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

Community Halls Admin clerk X1

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

(Benefits Includes: Medical Aid, Pension Fund, Housing Allowance and 13th Cheque)

REQUIREMENTS:

- Matric certificate
- Computer Literacy
- Good Communication skills

RESPONSIBILITIES:

- Liaising with all relevant stakeholders in terms of booking community halls.
- Receiving and report bookings to finance section for payments.
- Ensure correct hiring of halls in terms council prescribed tariffs of change and policy.
- Receiving verbal/ written instructions from the immediate superior
- Work programme/ priorities and/ or communicating specific
- Cleaning material requirements.
- Commencing with cleaning sequence, mixing and using chemical
- Detergents to remove stains/ dirt from painted/ polished or
- Carpeted surfaces.
- Vacuuming carpeted floor areas and dusting and tidying furniture.
- Cleaning ablution facilities, mopping floors and wiping ceramic
- Surfaces, replacing toilet rolls, towels etc and checking and
- Reporting defective items to the immediate superior for attention.
- Attending to the surroundings, picking up litter and/ or sweeping
- Paved areas/ walkways.
- In order to ensure laid down instructions are complied and tasks
- Undertaken and completed to acceptable standards

Enquiries in respect of the above position should be directed to the HR Office @ 036- 448 8000

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 **14th 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**