

INTERNAL ADVERTISEMENT.



Molemole Local Municipality invites applications from suitably qualified internal candidates to fill vacant position within its establishment. Molemole Local Municipality is an equal opportunity and affirmative Action Employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply:

NB: APPLICATIONS ARE OPEN TO MOLEMOLE LOCAL MUNICIPALITY PERMANENT & TEMPORARY STAFF ONLY; EXTERNAL APPLICANTS WILL NOT BE CONSIDERED FOR THIS POSITION.

Position: Receptionist

Department: Corporate Services

Salary: R 73 941.52 per annum

Minimum Requirements:

Abet Level 1 or equivalent; Certificate in customer care or knowledge of customer care; .6 months experience in customer care; Communication and Interpersonal Skills.

Task and Responsibilities Includes:

Receive and direct customers and visitors; Issue proof of residence to residents; Record and channel queries and enquiries; Perform typing duties; Serve as backup staff for the switchboard; Distribution of documents, Contacting staff members with a view to ascertaining whether the member of public may enter through the reception area in order to see the staff member, explain why and how to get in contact with the relevant department, Issuing & accepting of application forms, Keeping of visitor's book, and completing same for persons.

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

Forward your applications to:

The Municipal Manager; Molemole Local Municipality; Private Bag X 44; Dendron; 0715 or deliver to 303 Church Street; Dendron or Molemole Local Municipality Morebeng Branch Office; 25 Cnr. Roets & Vivirers Street; Soekmekaar.

Applications must be accompanied by a covering application letter, a comprehensive CV and certified copies of: identity document, driver's license (where applicable) and qualifications.

***Applications without the above will not be considered.**

Molemole Local Municipality reserves the right to / not to make appointments. If no response is received from Molemole Municipality 90 days after the closing date, it must be regarded that your application was unsuccessful. Correspondence regarding the advertised positions will be limited to successful candidates only.

- NB:**
- 1. Candidates will be subjected to personnel suitability checks including qualifications, employment, credit, criminal records, company ownership / directorship and reference checks.**
 - 2. Fax and E-Mail applications will be not accepted.**
 - 3. Applications received after the closing date and time will not be considered.**
 - 4. Fraudulent qualifications or documentation will immediately disqualify an applicant.**
 - 5. Direct or indirect canvassing for preferential treatment will lead to immediate disqualification of the relevant applicant.**

Enquiries on the above should be directed to Mr. P.S Peta at 015 501 0243.

CLOSING DATE FOR APPLICATIONS IS: Friday 26 August 2011 at 12h00.