

MOGALAKWENA MUNICIPALITY

hereby invites applications from experienced, qualified, innovative, committed, energetic individuals with vision for appointment to the following position:

DEPARTMENT OF DEVELOPMENTAL SERVICES TOURISM INFORMATION ASSISTANT

Duties:

Reporting directly to the Tourism Development Officer, the incumbent will perform the following duties:

- Provision of information to clients
- Capturing information relating to visitors in the area
- Attending to queries
- Liaise with tourism stakeholders
- Record management of the information office
- Orientation of clients
- Perform any other reasonable task.

Requirements:

Grade 12 and N6/ National diploma in office management. 2 years experience in office admin. Previous experience in the Tourism environment will be an added advantage. Must have computer literary and must also have a good customer relation.

Salary Scale: R 110 512, 00 – R 123 783, 00

DEPARTMENT OF COMMUNITY SERVICES GENERAL WORKER (Ref.No.4112CS) 8 posts

Duties:

Reporting directly to the Cleansing Vehicle Driver, the incumbent will perform the following duties:

- Removal of waste by operating the hopper
- Deposit refuse and litterbags into trucks, trolleys and drums
- remove litter within residential, CBD and public spaces
- Assist the driver with directions while reversing to lift the bulk containers
- Perform any other reasonable task.

Requirements:

Grade 8, be able to read and write. Be physically strong and withstand all weather conditions.

Salary Scale: R 62 910, 00 per annum

CLOSING DATE: 27 July 2012

Mogalakwena Municipality is committed to employment equity and applications from designated groups are encouraged.

NB: The language policy of the Council is English

Appointments in the above-mentioned positions will be the competency of the Municipal Manager and no canvassing will be allowed.

Enquiries should be directed to:

Mr. S Mamashela – (015) 491 9758 or Ms. K Bontsi – (015) 491 9634

Mogalakwena Municipality's application form **OR** covering letter accompanied by CV and certified copies of qualifications should be sent to **The Manager: Corporate Support Services, P O Box 34, Mokopane, 0600. Only candidates who attach certified copies of qualifications will be considered during short listing.**

PLEASE NOTE THAT FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

Should you not hear from us two months after the closing date you may assume that your application was unsuccessful. No further correspondence will be entered into with regard to this matter.

The Municipal Manager
S W Kekana
54 Retief Street
Box 34



MOKOPANE
0600

Notice number: 153/2012
July 2012