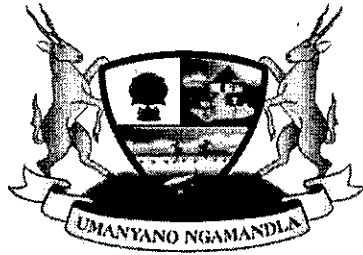


Mbizana Local Municipality

Physical Address
51 Winnie Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal
Manager
Tel: 039 251 0230
Fax: 039 251 0917
lmahlaka@mbizana.org.za

EXTERNAL ADVERT

Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below:-

1. **POST** : RECEPTIONIST
DEPARTMENT : CORPORATE SERVICES
CONTRACT : PERMANENT
TASK GRADE : 05
REMUNERATION : R104 837 00 basic salary per annum

REQUIREMENTS

- ✓ Grade 12,
- ✓ Admin or Receptionist certification or Computer Literacy
- ✓ Minimum of 1 (one) year experience in a Municipal reception Desk,
- ✓ Be computer literate,
- ✓ Fluency in at least two official languages and good communication skills

KEY PERFORMANCE AREAS

- ✓ Sorting and handing out mail
- ✓ Directing inbound and outbound calls
- ✓ Announcing Visitors to appropriate offices
- ✓ Monthly Reporting on Switchboard Statistics

A covering letter clearly stating the position you are applying for, a comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Mbizana Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the HR Offices during office hours. For more information, please contact: **Mr Z.S. Jojimali on 039-251 0230** during office hours. **Closing date: 30.03.2020 @ 12pm.**

CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.

No faxed or emailed applications will be accepted, applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



Mr. L. Mahlaka
Municipal Manager