

PIXLEY KA SEME
DISTRICT MUNICIPALITY

ADVERTISEMENT

VACANCY

Pixley ka Seme District Municipality, an equal opportunity, affirmative action employer headquartered in De Aar, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career opportunity:

HOUSING CLERK

REQUIREMENTS

- At least a Matric certificate
- Sound written and oral communication skills in the languages predominantly used within the region. (Afrikaans, English)
- Capability to act independently, problem solving, negotiation, and presentation skills
- Computer literacy
- **NB:** Must be in a possession of a valid code B drivers licence

RESPONSIBILITIES

- Completion of housing subsidy application forms.
- Data capturing of application forms.
- Maintaining a confidential filing system on housing subsidies.
- Handling enquiries and correspondence pertaining housing administrative matters.
- Handling of Deeds of Sale
- Rendering of support services to own section, public and government institutions.

BASIC SALARY: (T6) R10 004 - R12 988 per month + fringe benefits

ENQUIRIES: Mr. SB Ntamehlo, Telephone number 053-6310891.

Letters of application, accompanied by a full CV and certified copies of qualifications, certificates, ID and valid drivers licence must be forwarded to the Municipal Manager, Pixley ka Seme District Municipality, Private Bag X1012, DE AAR 7000

Fraudulent qualifications or documentation, including driver's licences, will immediately disqualify any applicant.

Pixley ka Seme District Municipality has a firm commitment to the advancement of the previously disadvantaged, including women and the disabled.

Canvassing will immediately disqualify candidates from appointment.

If no notification regarding this advertisement has been received within two months of the closing date, please assume that the application was unsuccessful.

Correspondence will be limited to short listed candidates.

The Municipality reserves the right not to make any appointment.

NB: In terms of our Employment Equity Plan disabled people are encourage to apply for the positions.

Note: No faxed or e-mail applications will be considered.

Closing date: 21 July 2017



RE Pieterse
Municipal Manager
Pixley ka Seme
District Municipality
Private Bag X1012
De Aar , 7000