



MAKHUDUTHAMAGA

LOCAL MUNICIPALITY

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned vacancy

1. SWITCHBOARD OPERATOR

BASIC SALARY: R 143 263. 91(Excluding benefits)

Requirements:

- Grade 12 Certificate with relevant experience
- Basic Computer literacy
- Bilingual (Ability to communicate fluently in English and a second language inherent to the region/district)
- Sound Telephone Etiquette

KPA's:

- Provide a switchboard service to all Clients. Answer, transfer and direct incoming calls in a timely manner using an updated telephone list
- Updated with daily activities, municipal policies and procedures to respond to the clients
- Update, maintain accurate contacts and information list of services, departments, staff members, and application requirements
- Report faults on telephone lines to the Information Services unit within the Municipality
- Attend to emergency/high priority calls and forward calls to relevant business units or send the message through emails
- Assist with any telephone related duties required by management

To apply for the above post use:

The application form must be accompanied by a detailed CV, originally certified copies (not old than 3 months) of academic qualifications, copy of an identity document and driver's licence.

The shortlisted candidates will be subjected to security and reference check

Failure to comply with the above request will disqualify your application.

ENQUIRIES:

HR:013 265 8619/16

Switchboard: (013) 265 8600



MAKHUDUTHAMAGA

LOCAL MUNICIPALITY

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

Applications should be directed to the below address.

Please forward application to: The Acting Municipal Manager, Makhuduthamaga Local Municipality, Private Bag x 434, Jane Furse, 1085

OR

Hand- delivered to: Stand No 1, Groblersdal Road, Jane Furse, 1085 @Registry Office

Women and  (people with disability) are encouraged to apply.

Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

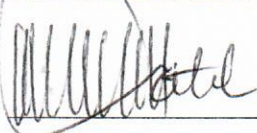
Closing Date: 04 December 2017

If you do not hear from the municipality within 30 days after the closing date then consider your application was unsuccessful

Applications received from the closing date will not be considered or accepted

Emailed and faxed applications will not be considered

Makhuduthamaga Local Municipality is an equal opportunity, which subscribes to employment equity principles and Affirmative action employer



23/11/2017
Date

Mr. Matlala .K
Acting Municipal Manager

✓ Approved	Not Approved	Approved as amended
---------------	--------------	---------------------

MAKHUDUTHAMAGA MUNICIPALITY CORPORATE SERVICES HUMAN RESOURCE MANAGEMENT 2017 -11- 23 PRIVATE BAG X434 JANE FURSE. 1085 SIGNATURE
