



HANTAM MUNISIPALITEIT HANTAM MUNICIPALITY

REFERENCE NR: F&C – 01-2022/2023

Hantam Municipality, based in Calvinia, currently has the following vacancy and applications are awaited from competent persons who meet the set minimum job requirements. Prescribed application forms are available at the offices and on the website (www.hantam.gov.za) of Hantam Municipality. Hantam Municipality is an equal opportunity employer and respects the provisions of the Employment Equity Act.

SENIOR CLERK: DATA CAPTURER

REQUIREMENTS:

To meet the requirements of the post, you must have the following:

- Grade 12
- 3 Years relevant experience.
- Must be computer literate (Microsoft Word, Excel, Outlook).
- Good written and verbal communication skills in two of the three official languages of the Northern Cape
- Must be able to work under pressure
- Must have effective communication skills
- Good people skills
- Accurate data capturing skills

KEY PERFORMANCE AREAS

- Enquiries at Counter
- Pre-paid Electricity
- Finalizing of debtors on termination of services
- Connection of municipal services
- New Electricity Connection
- New water connection
- Updating of Account and Debtor Information

LOCATION: Calvinia

SALARY: T07 (R 13 974-00 p.m.)

CLOSING DATE: Monday, 15 August 2022

Certified copies of Identity Document, Qualifications, Certificates, Testimonial not older than 6 months as well as a complete CV, must accompany your application form.
If you do not receive any feedback from the Municipality within 3 weeks after the closing date, you can accept that your application was unsuccessful.

Take Note:

- Only shortlisted candidates will be contacted.
- No late applications will be considered.
- E-mailed applications will be accepted.
- Recruitment with Councillors and / or any member of the appointment committee and / or any staff member of the Hantam Municipality, is inadmissible and will disqualify applicants immediately.
- Incomplete applications will not be considered.

Applications can be addressed to:

Mr. J.I. Swartz
Tel: 027-341 8500
Fax: 027-341 8501
E-mail: records@hantam.gov.za

Hantam Municipality
20 Dr Nelson Mandela Drive
Private bag X14
Calvinia, 8190

Enquiries can be directed to:

Senior Manager: Finance and Corporate Services
Mr. W.C. Jonker
wjonker@hantam.gov.za

- Hantam Municipality reserves the right not to make an appointment.