



HANTAM MUNISIPALITEIT

HANTAM MUNICIPALITY

KENNISGEWING NR: F&C 06/2022-2023

Hantam Munisipaliteit, met sy setel op Calvinia, beskik oor die volgende vakature en aansoeke word verwag van bevoegde persone wat aan die vasgestelde minimum posvereistes voldoen. Voorgeskrewe aansoekvorms is beskikbaar by die kantore en op die webtuiste (www.hantam.gov.za) van Hantam Munisipaliteit. Hantam Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalings van die Wet op Gelyke Indiensneming.

SENIOR KLERK: DATA CAPTURER

VEREISTES:

Om aan die vereistes van die pos te voldoen, moet u die volgende hê:

- Graad 12
- 3 Jaar relevante ervaring.
- Moet rekenaargeletterd wees (Microsoft Word, Excel, Outlook).
- Goeie geskrewe en verbale kommunikasievaardighede in twee van die drie amptelike tale van die Noord-Kaap
- Moet onder druk kan werk
- Moet effektiewe kommunikasievaardighede hê
- Goeie mense vaardighede
- Akkurate datavasleggingsvaardighede

SLEUTELPRESTASIE AREAS

- Navrae by Toonbank
- Voorafbetaalde elektrisiteit
- Finalisering van debiteure by beëindiging van dienste
- Verbinding van munisipale dienste
- Nuwe elektrisiteitsverbinding
- Nuwe waterverbinding
- Opdatering van rekening- en debiteure-inligting

STANDPLAAS: Calvinia

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

SLUITINGSDATUM: Vrydag, 31 Maart 2023

Gesertifiseerde afskrifte van Identiteitsdokument, Kwalifikasies, nie ouer as 3 maande asook 'n volledige CV moet u aansoekvorm vergesel. Indien u nie binne 3 weke na sluitingsdatum terugvoering van die Munisipaliteit kry nie, kan u, u aansoek as onsuksesvol aanvaar.

Neem Kennis:

- Slegs kandidate wie voldoen aan die vereistes sal gekontak word.
- Geen laat aansoeke sal aanvaar word nie.
- Epos aansoeke sal ook aanvaar word.
- Gunswerwing by Raadslede en/of enige lid van die aanstellingskomitee en/of enige personeellid van Hantam Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
- Maak asseblief gebruik van die korrekte aansoek soos per webtuiste voorsien

Aansoeke kan gerig word aan die Waarnemende Munisipale Bestuurder by die onderstaande adres:

Mev. Tatas-Titus
Tel: 027-341 8500
Faks: 027-341 8501
E-pos: records@hantam.gov.za

Hantam Munisipaliteit
Dr. Nelson Mandela Rylaan 20
Privaatsak X14
Calvinia, 8190

Navrae kan gerig word aan:

Die Senior Bestuurder: Finansies en Korporatiewe Dienste:
Mnr. W.C. Jonker, by
wjonker@hantam.gov.za

- Hantam Munisipaliteit behou die reg voor om nie 'n aanstelling te doen nie.



HANTAM MUNISIPALITEIT HANTAM MUNICIPALITY

REFERENCE NR: F&C 06/2022-2023

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: Friday, 31 March 2023

Certified copies of Identity Document, Qualifications, Certificates, not older than 3 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.
- Please utilise the correct application form as provided per website.

Applications can be addressed to:

Ms. Tatas-Titus
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.