



EMADLANGENI MUNICIPALITY

Emadlangeni Municipality, as an equal opportunity, affirmative action employer, with its legislative and executive seat in Utrecht, invites suitably qualified candidates to apply so as to fill the following vacant position:

DEPARTMENT: CORPORATE SERVICES

PERMANENT POSITION: SWITCHBOARD OPERATOR

Salary: R89382.60 per annum

Requirements:

- a) Grade 12 and
- b) Computer Certificate.

N.B: Preference will be given to applicants with disability.

Reporting directly to the Committee Officer at Corporate Services Department, the successful candidates will perform, among others, the following duties:

- a) Answer all incoming calls efficiently and swiftly through the telephone receiver;
- b) Transfer calls to appropriate officials;
- c) Screen calls and take messages where necessary by recording them on the message book;
- d) Receive mail parcels over the counter and timeously deliver them to the consignee;
- e) Maintain safe and clean reception area by complying with procedures, rules, and regulations;
- f) Respond to public enquires and
- g) Monitor the use of supplies and equipment.

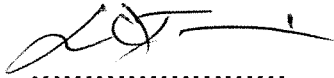
Detailed CV may be forwarded to the Municipal Manager: Emadlangeni Municipality, 34 Voor Street: Utrecht: 2980 or P.O. Box 11, Utrecht: 2980.

For further information you may contact the Human Resources Office at 034-331 3041.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 30 days from the closing date, you should consider your application as having been unsuccessful.
- The Municipality will not take responsibility for information not mentioned in application and will not be held responsible for lost application unless proof of submission can be supplied.
- **NO** late applications will be accepted.
- **NO** e-mailed or faxed documents will be accepted.
- **NO** application will be considered without certified copies of the original documents.

- Emadlangeni Municipality adheres to the provisions of the Employment Equity Act to ensure the representivity through the process of affirmative action.
- Reference checks will be done.
- Only Foreign qualifications accredited by the South African Qualification Authority will be considered.

CLOSING TIME AND DATE: 12 NOON ON 11 July 2018.



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MR.LCT NKOSI
MUNICIPAL MANAGER