

MANGAUNG

LOCAL MUNICIPALITY / PLAASLIKE MUNISIPALITEIT / LEKGOTLA LA MOTSE

- **EMPLOYEES OF MANGAUNG LOCAL MUNICIPALITY –**

INTERNAL VACANCY BULLETIN – NO. 4/2009 of May 2009

Employees, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's directly to the address indicated against the particular post. Applicants must indicate their employee number on their CV's, please. The relevant telephone number can be contacted for more information.

We would like to stress that the posts advertised in the bulletin should be made available only to employees of Mangaung Local Municipality accept where it is indicated other wise.

The closing date in respect of all positions will be **12 June 2009**

PLEASE NOTE THAT CV'S RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED

The Mangaung Local Municipality subscribes to the principles of the Employment Equity Act. Certified copies of highest educational qualifications must accompany applications.

Please note that if you do not receive any correspondence from this organisation, regarding you application, within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

Application forms are also available during working hours from libraries in the Mangaung municipal area.

Please note that this Vacancy Bulletin consists of **1 advertisement**.

POST NO	POST DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION FORM/CV TO:
001	REGISTRATION CLERK // SENIOR Salary Grade: 012//011 INTERNAL & EXTERNAL APPLICANTS WILL BE CONSIDERED	CORPORATE SERVICES SUB-DIRECTORATE: HUMAN RESOURCES MANAGEMENT	<p>Qualifications: Grade 12 or equivalent qualifications.</p> <p>Experience: Three (3) years experience in an administrative field. Knowledge and experience of integrated computerized human resources systems will serve as a recommendation.</p> <p>Core Description: The successful candidate will be required to perform the following functions:</p> <ul style="list-style-type: none"> • To perform registration and administrative functions relating to personal-, leave and archives files such as: <ul style="list-style-type: none"> - To exercise a high sense of confidentiality. - Issuing personal-, leave- and archives files on request. - Diarizing relevant files. - Filing of correspondence and documentation on Personal and leave files. - Controlling the movement of relevant files between all Officials. - Storing of ex-files as well as the disposal therefore according thereof according to the Archives Act. - Keeping files neat and presentable. • Manage and distribute incoming and outgoing correspondence (mail). • To liaise with other directorate / sub-directorate regarding enquiries. • To execute general functions such as: <ul style="list-style-type: none"> - Ordering stationery from the Word Processing Operator. - Handling and controlling stationery. - Scheduling rotating counter duties. <p>Additional Requirements:</p> <ul style="list-style-type: none"> • Computer Literacy • Communication skills 	<p>GM : Human Resource Management PO Box 3704 BLOEMFONTEIN 9300</p> <p>Telephonic Enquiries : 051 – 405 8517</p> <p style="text-align: center;">OR</p> <p>e-mail : employ@civic.mangaung.co.za</p> <p style="text-align: center;">OR</p> <p>Submit to the following libraries during office hours:</p> <ul style="list-style-type: none"> ➤ Bloemfontein City Library ➤ Mangaung Library ➤ Fichardtpark Library ➤ Trevor Barlow Library ➤ BP Leinaeng Library ➤ Bainsvlei Library ➤ Botshabelo Library ➤ Thaba Nchu Regional Office

