



City on the move

(THE STAR NEWSPAPER – 16 SEPTEMBER 2009)

Suitably qualified persons are invited to apply for appointment in the following positions:

OFFICE OF THE CITY MANAGER

1.1 CHIEF CLERK

QUALIFICATIONS: * Grade 12 or equivalent qualification *

EXPERIENCE: * Experience preferably in administration or office related environment *

CORE DESCRIPTION: * The successful candidate will perform the following functions:

- The general administration of the documentation by opening files, arranging filing systems and filing of documentation
- Recording of correspondence and distribution thereof appropriately
- Completion of requisition forms of cheques for stationary, payment of subsistence and traveling and for all service providers.
- Administering of petty cash in close consultation with the Financial Officer
- Completion, monitoring and updating of vehicle log books
- Preparations and dispatch of signing of registers

ADDITIONAL REQUIREMENTS:

- Computer Literacy

SALARY GRADE: 008

The closing date in respect of the position will be the **30 September 2009**. Applicants, who wish to be considered for a post, must post/fax/e-mail/submit their applications and completed, detailed and comprehensive CV's and certified copies of their certificates directly to the address indicated below. The relevant telephone number can be contacted for more information.

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

EXECUTIVE DIRECTOR: CORPORATE SERVICES

P.O. Box 3704

BLOEMFONTEIN

9300

Telephonic Enquiries : 051 – 405 8517

OR

e-mail: employ@civic.mangaung.co.za

We thank all applicants for their interest