



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

1. DIRECTORATE: OFFICE OF THE CITY MANAGER
SUB-DIRECTORATE: INFORMATION, COMMUNICATION AND TECHNOLOGY
DATA CAPTURER (TEMPORARY FOR 3 MONTHS) (22 POSTS)

Qualifications:

Grade 12 with typing

Experience:

Appropriate experience will serve as recommendation.

Core description:

The successful candidate will be responsible for the following functions:

- Capturing information into SQL database
- Checking all the information for accuracy
- Updating existing information on the database

Additional requirements:

- Computer literacy

SALARY GRADE: 012-011

2. DIRECTORATE: SOCIAL SERVICES
SUB-DIRECTORATE: PARKS AND CEMETERIES
CASHIER (PART-TIME)

Qualifications:

Grade 12 with Accounting.

Experience:

Appropriate experience as Cashier will be recommended.

Core description:

The successful candidate will be responsible for the following functions:

- Collection of revenue at Loch Logan Island or any premises as determined by Parks and Cemeteries.
- Handling of tickets, cash and safekeeping of the above in a lockable safe.
- Cashing up of moneys received and balance with amount of tickets sold for the day.
- Managing of ticket booth and controlling crowds and visitors to the facility.

IMPORTANT NOTE:

The successful applicant will be expected to work on Fridays, Saturdays, Sundays and public holidays.

Salary Grade: Will be remunerated on an hourly basis as and when needed.

The closing date in respect of these positions will be **20 March 2012**. Applicants, who wish to be considered for a post, must post/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.

GM: Human Resource Management

P.O. Box 3704

BLOEMFONTEIN

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Telephonic Enquiries : 051 – 405 8517 OR e-mail: employ@mangaung.co.za

We thank all applicants for their interest