



SETSOTO LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

Setsoto Local Municipality, with its seat in Ficksburg, Free State, is an equal opportunity, affirmative action employer with clear employment equity targets. It is the municipality's intention to promote equity through the filling of posts, according to the set Employment Equity targets. Qualified persons, women and people with disability with the skills and expertise to discharge the duties of the under-mentioned positions are invited to apply. The African Males and Females are also encouraged to apply.

DIRECTORATE : OFFICE OF THE MUNICIPAL MANAGER
DIVISION : COMMUNICATIONS
POSITION : COMMUNICATION CLERK
UNIT : FICKSBURG
SALARY : R 188 588.57 per Annum (PL 9/4)

REQUIREMENTS Grade 12. Candidate must at least have 0-2 years clerical working experience in the field of marketing and communications in both Local Government and Public Sector. Additional qualification in the field of Communication, Marketing or Designing will be an added advantage. Candidate be computer literate preferably Microsoft Office.

COMPETENCIES Candidate must be able to read and understands basic documents. Able to follow basic instructions as contained in written communication and be able to respond in writing to basic types of communication.

DUTIES Candidate will be responsible for performing functional support duties relating to Communications. Be responsible for assisting with general office administration. Work with drafting office documents under Supervision. Be able to understand basic verbal instructions from the Superiors and Colleagues and confirms and / or clarifies understanding of instructions thereby avoiding mistakes.

ENQUIRIES Recruitment Officer (Mr. Gift Motleleng), tel (051) 933 9300

NOTE Applications must be accompanied by a recently updated Curriculum Vitae, as well as certified copies of all qualifications and Identity Document. Failure to submit requested documents will result in your application not being considered. Applicants who do not receive feedback within two months from the closing date must accept that their application was unsuccessful. Short-listed candidates will be subjected to reference checks, vetting, and signing of indemnity forms. A candidate who canvasses for preference will be disqualified. Applications received after the closing date will not be considered.

Please send your applications to the Municipal Manager, Setsoto Local Municipality, P O Box 116, Ficksburg 9730. Faxed or e-mailed applications will be automatically disqualified.

Closing date 9th JULY 2024. before the end of the business day (16h30).

Mrs. NF MALATJIE
MUNICIPAL MANAGER