



# BUSHBUCKRIDGE LOCAL MUNICIPALITY

Private Bag X 9308  
Bushbuckridge  
1280  
R533 Graskop Road opp. Mapulaneng DLTC  
Maviljan Region  
Bushbuckridge

Tel: 013 799 1835/45/51/57

Fax: 013 799 1865

Email: [info@bushbuckridge.gov.za](mailto:info@bushbuckridge.gov.za)

Website: [www.bushbuckridge.gov.za](http://www.bushbuckridge.gov.za)

## LOCAL ADVERTISEMENT

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

**POST** : ADMIN CLERK X3  
**Directorate** : CORPORATE SERVICES  
**REMUNERATION** : R186 364.03 PER ANNUM  
**CENTRE** : AGINCOURT, MARITE & HLUVUKANI REGION

### Responsibilities:

- Checking the accuracy of details recorded on transactional documentation and updating work in progress information/ data on specific applications, systems of the department.
- Merging, copying and transferring data from applications, formatting/ generating forms/ transactional documentation for approval.
- Inserting, tracking progress and moving or merging fields on data bases to maintain records of maintenance contracts.
- Filling completed work orders in alpha- numeric or chronological sequence and or/ retrieves files/ folders on request from departmental personnel.
- Attending to and establishing the nature of enquiries/ complaints from the general public/ officials, etc prior to the respective branches/ personnel for attention.
- Recording discussions and typing the minutes of departmental and forwarding to specific personnel for verification
- Attending to the switchboard and/ or making/ receiving telephonic calls and/ or forwarding messages/ calls to specific personnel/ department for attention.
- Updating personnel records and registers (leave/ sick leave, attendance) extracting information from approved departmental requisition slips.
- Typing reports of the departmental and forwarding to the specific personnel for verification.

### Requirements:

- Grade 12 certificate
- Certificate in human resource or Public Management
- 1 year experience in related field.
- Good communication skills
- Prepared to work under pressure
- Good customer care

Application forms can be accessed from our website: [www.bushbuckridge.gov.za](http://www.bushbuckridge.gov.za) or collected from Head Office (Bushbuckridge), including all our eleven (11) Regional Offices.

Interested candidates meeting the above requirements are invited to forward their comprehensive CVs, certified copies of Identity Document and qualifications to the following address;

Any falsification information be it in a form of postal or residential address, qualifications, references or any other information given by the applicant will lead to dismissal upon discovery by the employer.

The Municipal Manager  
Bushbuckridge Local Municipality  
Private Bag X 9308  
BUSHBUCKRIDGE  
1280

OR Hand delivery to office no 55(Registry)  
R533 Graskop Road  
Bushbuckridge

**NB** If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful

**Closing date** : 15 December 2017