



EXTERNAL ADVERTISEMENT

The Mkhambathini Municipality hereby invites suitable qualified applicants to apply for the following position:

DEPARTMENT: CORPORATE SERVICES**RECEPTIONIST (1 YEAR CONTRACT POSITION)****REMUNERATION: R 138 723.48 Per annum****MINIMUM REQUIREMENTS**

- Grade 12 or National senior certificate
- Diploma in Public Management / Receptionist diploma or NQF 6 equivalent qualification.
- Computer literacy
- Candidate must be flexible, be able to work under pressure.
- Good communication skills in English and Isizulu
- 6-12 months experience in office environment

KEY PERFORMANCE AREAS

- Attends to reception area by welcoming and directing visitors to appropriate individual.
- Attends to requests from public who wish to see the Managers and staff, by ascertaining the reason for the visit and then liaising with respective staff, in order to establish whether an appointment would be feasible.
- Work together with switch board operator to manage the efficient operation of the telephone system, in order that the organization is able to conduct an effective service telephonically, when required, by engaging in the following activities:
- Answers the telephone/s by correctly identifying the organization and department; usually assisting the caller personally where possible or diverting to relevant Head of Department or other official after ascertaining the nature of

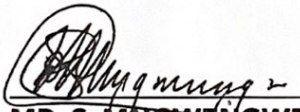
the call/visit, so as to ensure a positive experience to the caller in terms of efficiency.

Application form, together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.**

Closing date 15 June 2023 Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to Ms. P.N. Ndlovu. Manager: Human Resources at 0317859345.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.


MR. S. MNGWENGE
MUNICIPAL MANAGER