



## INTERNAL ADVERT

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

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### **DEPARTMENT: CORPORATE SERVICES**

### **RECEPTIONIST (PERMANENT POSITION)**

**REMUNERATION: R146 214.60** Per annum (Task Grade 06 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local authorities)

### **MINIMUM REQUIREMENTS**

- Grade 12
- Certificate or Diploma in Office Administration/public administration or NQF 6 equivalent qualification will serve as an added advantage.
- Computer Literacy
- Candidate must be flexible be able to work under pressure
- Good Communication Skills in English and IsiZulu
- 6 - 24 months' experience in an office environment

### **KNOWLEDGE SKILLS AND COMPETENCY**

- Basic knowledge of the local government environment
- The ability to interact with a diverse range of clients and stakeholders, ensuring courteous and informative responses to basic inquiries.
- Proficient oral and written communication skills
- The ability to resolve basic problems effectively.
- Possesses the ability to effectively manage tasks, meet deadlines and delivering an outstanding service.

### **KEY PERFORMANCE AREAS**

- Attends to the reception area by welcoming and directing visitors to appropriate individuals.

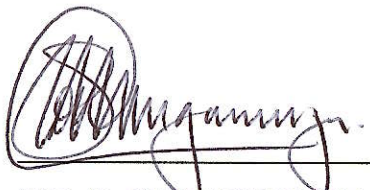
- Attends to requests from public who wish to see the Managers and staff, by ascertaining the reasons for the visit and then liaising with respective staff, in order to establish whether an appointment would be feasible.
- Work together with the switchboard operator to manage the efficient operation of the telephone system, in order to ensure that the organization is able to conduct an effective service telephonically, when required, by engaging in the following activities:
  - Answering the telephone/s by correctly identifying the organization and department; usually assisting the caller personally where possible or diverting to the relevant Head of Department or other officials after ascertaining the nature of the call/visit, so as to ensure a positive experience to the caller in terms of efficiency.

An application form (accessible from the municipal website and municipal office) clearly stating the position you are applying for, 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 19 April 2024. 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.P Ngubane Director: Corporate Services at 031 785 9310.

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



**MR. S. MNGWENGWE**  
**MUNICIPAL MANAGER**