



**UMASIPALA MTHONJANENI MUNICIPALITY  
MUNISIPALITEIT**

Applications are invited from suitable qualified persons for the following position:

**HR CLERK**

Salary notch **T6: R 112 916.04 – R 146 578.20** per annum plus normal benefits.

**ESSENTIAL REQUIREMENTS:**

- Grade 12
- Computer Literacy
- At least 1 year experience in HR field
- Preference will be given to candidates with HR qualification.

**KEY PERFORMANCE AREAS**

- Information capturing & processing HR related information
- Perform administrative functions
- Perform all other administration duties incidental to the optimal functioning of the Human resources office or as laid out by the HR Officer.

Closing date: **28 September 2018**

Further information can be obtained from the Human Resources officer - Tel 035 450 2082, applications consisting of a comprehensive CV, covering letter and certified copies of qualifications and ID should be submitted to: **The Municipal Manager, Mthonjaneni Municipality, PO Box 11, Melmoth, 3835.**

  
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**P P SIBIYA**  
**MUNICIPAL MANAGER**

***No e-mailed or faxed applications will be accepted.***

Should you not be contacted within a period of thirty (30) days after the closing date, your application should be deemed to have been unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant.