



JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

The John Taolo Gaetsewe District Municipality, situated in Kuruman is an equal opportunity employer, and hereby invites suitably qualified candidates to apply for the under-mentioned vacancy.

Internal Advert

CONSUMER EDUCATION (Permanent Position)

Remuneration: R192 374, 33 - R212 417, 10 per annum

Requirements:

- Grade 12
- Good Communication skills
- Computer Literacy
- Valid Driver's Licence

Key Performance Areas:

- Ensure the successful capturing of completed questionnaires in the National Housing Needs Register
- Assist with office administration when a need arises
- Printing of questionnaires and ensuring that questionnaires are always available for housing subsidy applications and for registration of the Housing Needs
- Generate housing needs reports from the system
- Compile housing consumer education manuals are always available
- Conduct housing consumer education training in the district
- ensure that housing consumer education attendance registers are always available in place and filled properly
- conduct housing needs survey fieldwork within the district

Conditions:

1. Each applicant must submit the following:
 - Completed "Application form for staff members" which can be downloaded from the JTGDM web-site on www.taologaeetsewe.gov.za
 - A signed application letter;
 - A comprehensive CV;
 - Certified copies of qualifications,
 - Transcripts of the professional qualifications;
 - Certified ID and driver's license
2. No late applications will be considered.
3. Candidates will be subjected to vetting, rigorous verification of qualifications and references as well through evaluation and the establishment of possible and criminal records;
4. The candidates will be required to disclose all financial interests.
5. The appointment of successful candidate is subjected to the signing of employment contracts and performance agreements;
6. The Municipality reserves the right at all times not to appoint.
7. If you do not get any response within 30 days of closure of the advertisement, please accept that you were unsuccessful.
8. No faxed or emailed application will be accepted.
9. The John Taolo Gaetsewe Municipality subscribes to the principles of employment equity
10. Canvassing will disqualify any candidate from being considered for appointment



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Applications for the position should be forwarded to:

The Municipal Manager, John Taolo Gaetsewe District Municipality, P.O. Box 1480, Kuruman or hand delivered to 4 Federale Mynbou Street, Kuruman, on or before **16th October 2023**.

**All enquiries can be directed to the HR Manager Mrs Portia Mereyotlhe @ 053 712 8750/8710/8714.
Mr KK Teise
Municipal Manager**

