

**Nketoana Local Municipality
Reitz, Petrus Steyn, Lindley & Arlington**

INTERENAL ADVERTISEMENT

DIRECTORATE: CORPORATE SERVICES

SWITCHBOARD OPERATOR

RENUMERATION: R 209 563.70 per annum, Level 7/4

Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance.)

Requirements: Grade 12. Computer Literacy. Ability to communicate in local languages. Ability to work on initiative and under pressure.

Experience: 1-2 years' appropriate proven experience.

Key Performance Areas: Operates telephone / switchboard service. Provide information and assistance regarding telephone numbers and completes certain types of calls. Enquire as to the nature of calls in order to refer to appropriate person or service. Answers internal or external call (local and long distance) and transfer calls, as required, takes and relays messages. Attending to telephonic calls and/ or visitors, establishing nature of visit and directs requests to appropriate personnel. Recording details of enquiries and/ or messages in the absence of personnel and forwarding for attention upon availability and/ or communicating routine information to the enquirer referring to the municipal calendar, directory and other sources of information. Receiving requests from internal personnel with respect to specific contact details, searching and locating telephone numbers and/ or physical/ postal address using the directory or electronic voice activated enquiry systems and, make available information or initiates contact and transfers the call. Corrects and updates electronic telephone directory. Types, photocopies, complete and distribute documents related to reception, telephone service or any other routine document.

Enquiries: M.L Mlangeni @ 058 050 3168 / 69 / 70

APPLICATIONS AND CONDITIONS OF APPOINTMENT:

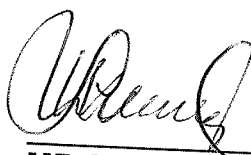
1. Applicants must fill in an Application Form (Annexure B) obtainable at Municipal Offices or Download Application Form directly from the Nketoana Local Municipality website at www.nketoanalm.gov.za.

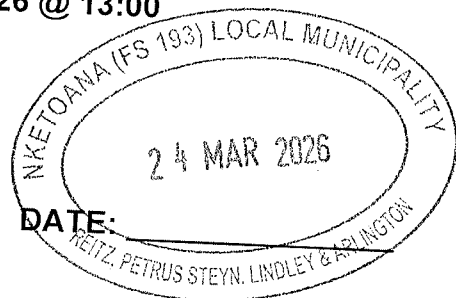
2. **No Applications will be considered if it is not on the Official Application Form. The application form must be accompanied by detailed CV with contactable references, certified original copies of qualifications not older than 3 months, Identity document, and covering letter depicting the post applied for. Faxed or e-mailed applications will not be considered.**
3. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof.
4. The successful candidate will be required to sign an Employment Contract on or before assumption of duty and the necessary Disclosure of Financial Interest Forms.
5. Due to the large number of applicants, correspondence will be limited to the short-listed candidates only. If you have not been contacted within a period of 90 days after the closing date of the advertisement, kindly accept that your application has been unsuccessful.
6. The municipality reserves a right not to appoint any applicant to this position.
7. A candidate who canvasses for preference will be disqualified.
8. Fraudulent qualifications, information or documents will disqualify any applicant
9. Candidates from the designated groups, including those with disabilities are encouraged to apply.
10. The Municipality will never request money from a candidate in exchange of being awarded a vacant post, we are not selling posts, should such act occur please report it to the Law Enforcement Authority (National Prosecuting Authority (NPA) / South African Police Services)
11. No subsistence costs will be paid to any candidates invited for interviews.

Application form, Covering Letter with comprehensive CV's and original certified copies of qualifications must be posted to the address below, or be hand delivered at Corner. Church & Voortrekker St, Reitz.

Nketoana Local Municipality
PO Box 26,
Reitz,
9810

CLOSING DATE FOR THE POSITION: 17 April 2026 @ 13:00


MR SM NHLAPO
MUNICIPAL MANAGER



"TOGETHER WE CAN DO MORE"