



## **KGATELOPELE MUNICIPALITY**

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

### **APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT POSITION**

**Reference no: KLM 10/2024/2025**

**JOB TITLE: RECEPTIONIST (FRONT DESK)  
DEPARTMENT: CORPORATE SERVICES**

**Salary – Total remuneration package Task 6 (R165 751) per annum**

**Terms of Appointment: Permanent**

#### **Minimum Requirements:**

- Grade 12
- Computer Literacy
- Candidate must be flexible, be able to work under pressure
- Good Communication skills
- 1-2 years' experience in an office environment

#### **Key Responsibilities:**

- Attends to reception are by welcoming and directing visitors to the 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
- Managing the switchboard operation of the telephone system
- Answer the telephone by correctly identifying the municipality and department; usually assisting the caller personally where possible or diverting to the 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.

**Financial interest;**

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Act of 2000 as amended or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable is required.
- No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted.

Applications can be posted to The Municipal Manager  
Attention: Adv. W Blundin  
Kgatelopele Municipality  
P.O. Box 43  
DANIELSKUIL  
8405

**Or can be hand delivered at:**

Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Acting Senior Human Resource Officer: Ms. C. van Rooyen  
(053) 384 0101 during office hours between 07:30 am – 16:45pm Monday to Thursdays and  
Fridays till 15:30pm.

**CLOSING DATE: 25 March 2025 at 12:00pm**