

**Directorate: Community & Social Services**

# **Reservation Clerk: Rekoafella**

**Salary: R95 916 – R102 756 per annum (B3) (Ref. 2011/038)**

**Requirements:** • Knowledge of office administration and booking system of resorts • Knowledge of tertiary financial procedures and management • Computer literacy • Knowledge of Supply Chain Management • The ability to oversee hostess and catering functions • Financial skills, ie bookkeeping, controlling monies received.

**Closing date: 29 August 2011 @ 16:00**

**To apply, please forward the Sol Plaatje application form (not Z83) accompanied by a covering letter, your CV and applicable certified copies of your ID and certificates to fax: 086 650 0314/086 644 1899 or e-mail: [cjanse@solplaatje.org.za](mailto:cjanse@solplaatje.org.za) for attention: Miss Christine Janse. Applications can also be hand-delivered on the 3rd Floor, New Civic Building, c/o Bultfontein and Lyndhurst Avenues. Please remember to state the reference number and correct job title (vacancy). Applications will not be considered if received after the closing date or if incomplete (without application form and certificates).**

**Application forms can be obtained from the Sol Plaatje Municipality, Civil Building, [www.solplaatje.org.za/work](http://www.solplaatje.org.za/work) or ask for these per e-mail – [cjanse@solplaatje.org.za](mailto:cjanse@solplaatje.org.za)**

**Telephonic enquiries: Miss Christine Janse, tel. (053) 830-6705.**



**Sol Plaatje Municipality**