

BLUE CRANE ROUTE MUNICIPALITY



Blue Crane Route Municipality

VACANT POSITION

LOCALLY

NOTICE 33/2026

DIRECTORATE: TECHNICAL SERVICES

1X HOUSING CLERK

TASK GRADE 5

SALARY SCALE: R152 285.88. R196 692.96. PER ANNUM

MINIMUM REQUIREMENTS: Grade 12(Matric), National Diploma / HR or equivalent Certificate in public administration (NQF Level4). Computer literacy-office application will be an added advantage, 2 years' experience in local government administration.

KEY PERFORMANCE AREAS: Checking the accuracy of details recorded on housing documentation and registers and updating work in progress information or data on specific computer/registry application/system of the department • Compiling and collating housing reports together with recommendations to the Housing Officer • Attending to queries relating to housing issues both telephonically and visits by the public • Rendering Housing Consumer Education to housing beneficiaries • Preparing and extracting Qualitative and quantitative reports for submission to the immediate Supervisor detailing the status of the departments operations and recommendations to initiate new Housing Projects • Filing completed transaction in alphanumeric or chronological sequence and/or retrieves files/folders on request from departmental personnel • Applying specific sequences associated with initiating and completing electronic back-up of information and/or referencing source documentation reports and/or instructions using alphanumeric sequential codes, to facilitate retrieval • Updating files with current and relevant information pertaining to the administrative activities, and maintaining an appropriate filing system for the safekeeping of records • Maintaining the filing system and arranging for the removal and disposal of archive documentation.

All applications with Curriculum Vitae, certified copies of Educational certificates, Blue Crane Route Municipal. Application form which can be obtained on the BCRM website (www.bcrm.gov.za), copy of South African .identity. Document and a covering letter for the position you are interested in should be forwarded to: The Corporate Services Department, Blue Crane Route Municipality, PO Box 21, SOMERSET EAST, 5850 or hand delivered at 88 Nojoli Street, SOMERSET EAST.

NB: NO FAXED APPLICATIONS WILL BE ACCEPTED

Enquiries: Mr L. Mqota (042) 243 6400

Closing date: 07 August 2026 @16.OOPM

Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Blue Crane Route Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender, and disability. The Municipality reserves the right to approve or decline the appointment.

MR M.P NINI
MUNICIPAL MANAGER

31-07-2026
DATE