

- POST 09/18** : **CIVIC SERVICES CLERK REF NO: HRMC 7/25/4**
This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.
- SALARY** : R255 450 - R300 912 per annum (Level 06), (basic salary)
CENTRE : Mpumalanga: Medium Office: Mkobola
REQUIREMENTS : A qualification in Public Management, Public Administration, Operations Management, Business Management, Management or Administration at NQF level 6 recognised by SAQA. Completion of the Cadet or Internship programme within the Department of Home Affairs will be an added advantage. Knowledge of all relevant public service and Departmental Legislative Frameworks. Knowledge of Civic Services Regulatory Frameworks. Knowledge of fraud prevention. Knowledge of the Batho Pele Principles. Willingness to work extended hours. Required skills and competencies: Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management. Analytical skills. Telephone etiquette. Good written and verbal communication skills. Conscientious. Professionalism. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks: Process Civic Service applications and issue documents in line with standard operating procedures. Administrate the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Provide administrative support in the office. Attend to enquiries and perform online verifications. Contribute to the transformation of the Local Office into a digital-first organisation. Implement governance processes frameworks and procedures. Contribute to the effective and efficient management of resources within the Office. Provide prompt and professional customer service.
- ENQUIRIES** : Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504