

**CWMBRAN COMMUNITY COUNCIL
CYNGOR CYMUNED CWMBRÂN**



CLERICAL OFFICER

Grade 4 (SCP 13 – 19) £16,191 to £18,560 pa

Applications are invited for the above post.
This is a full time post
(37 hours a week) Monday to Friday

Cwmbran Community Council is one of the largest Community Councils in Wales, serving approximately 35,000 residents. The Council provides a range of "Grass Roots" services to the community.

The Council is seeking an experienced person (possibly with Local Government experience) with good all-round administrative skills & experience, sound financial & IT skills and excellent communication and customer care skills.

The closing date for applications is 30 September 2016 at 4.00pm.
Information packs and application forms may be obtained from the Council Offices:-

Cwmbran Community Council
The Council House
Ventnor Road
Cwmbran
NP44 3JY

01633 624152

clare@cwmban.gov.uk

Further information about the Council is available at www.cwmban.gov.uk .
Information is also available on the Council's Facebook and Twitter pages
@CwmbranCouncil

CWMBRAN COMMUNITY COUNCIL CYNGOR CYMUNED CWMBRÂN



SWYDDOG CLERIGOL

Gradd 4 (SCP 13 – 19) £16,191 i £18,560 y flwyddyn

Gwahoddir ceisiadau am y swydd uchod.
Mae hon yn swydd llawn amser
(37 awr yr wythnos) dydd Llun i ddydd Gwener

Cyngor Cymuned Cwmbârân yw un o'r Cyngorau Cymuned mwyaf yng Nghymru. Mae'n gwasanaethu tua 35,000 o drigolion. Mae'r Cyngor yn darparu amrywiaeth o wasanaethau "Llawr Gwlad" i'r gymuned.

Mae'r Cyngor yn chwilio am berson profiadol (o bosibl gyda phrofiad o weithio i Lywodraeth Leol) sy'n meddu ar amrywiol sgiliau gweinyddol da, sgiliau da yn y maes cyllid a TG a sgiliau rhagorol mewn cyfathrebu a gofal cwsmeriaid.

Y dyddiad cau ar gyfer ceisiadau yw 30 Medi 2016 am 4.00pm. Mae pecynnau gwybodaeth a ffurflenni cais ar gael gan Swyddfa'r Cyngor:-

Cyngor Cymuned Cwmbârân
Y Tŷ Cyngor
Heol Ventnor
Cwmbârân
NP44 3JY

01633 624152

clare@cwmbbran.gov.uk

Mae gwybodaeth bellach am y Cyngor ar gael ar www.cwmbbran.gov.uk .
Mae gwybodaeth hefyd ar gael ar dudalennau Facebook a Twitter y Cyngor
@CwmbbranCouncil