

	<p>THABAZIMBI MUNICIPALITY PRIVATE BAG X530 THABAZIMBI 0380 Tel.: 014 777 1525 / Fax: 014 777 1531</p>
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Thabazimbi Municipality is an equal opportunity employer subscribing to the Employment Equity Act and hereby invites applications from suitable qualified experienced persons for appointment in the under mentioned post.

SECRETARIES

- 1 x Secretary in the Office of the Mayor**
- 1 x Secretary in the Office of the Speaker**
- 1 x Secretary in the Office of the Chief Whip**

TOTAL PACKAGE:	R143 854.00 per annum
CONTRACT PERIOD:	5 (Five) years
QUALIFICATIONS:	Grade 12 Secretarial Diploma or Equivalent
EXPERIENCE:	At least 3 years typing experience Advanced computer literacy in MS Office, Excel, Word & PowerPoint, internet and e-mail Good interpersonal and communication skills Good computer knowledge and typing skills
KEY PERFORMANCE AREAS:	1. Performs reception and secretarial duties and general office administration as well as all typing within relevant department 2. Organize meetings and take minutes during meetings 3. Administrates internal and external correspondence. 4. Ability to handle office on her/his own when needed
BENEFITS:	Included in total package
CLOSING DATE:	15 July 2011

If you are interested and you are in possession of the necessary qualifications and experience, please address your CV and authenticated copies of your qualifications **OR** an application form duly completed together with authenticated copies of your qualifications to:

**Municipal Manager
Private Bag X530
THABAZIMBI**

0380

Application forms are available at the Personnel Office of Thabazimbi Municipality, Corporate Services Department, Sarel Pelsers Centre, Rietbok Street, Thabazimbi or telephone number 014 777 1902 ext 105 or 106.

- **Applications by fax or e-mail will not be accepted.**
- **No applications will be accepted without certified copies of qualifications.**
- **Canvassing with Councilors is not permitted and proof thereof will result in disqualification**

If you are not invited for an interview within 30 (thirty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into.