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.

## EXECUTIVE SECRETARY – MUNICIPAL MANAGER
(OFFICE OF MUNICIPAL MANAGER)

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<th>SALARY:</th>
<th>Post Level 6 (165 094.68) per annum</th>
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| 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: | Perform reception & secretarial duties and general office administration in the Office of the Municipal Manager.  
Handle enquiries, take messages, schedule appointments & keep the Municipal Manager's diary up to date.  
Arrange meetings and take minutes if needed.  
Receive & dispatch letters and all other internal and external correspondence.  
Ability to handle office on her/his own when needed  
Referring documentation to department managers where appropriate  
Drafting responses to correspondences where appropriate  
8. Making recommendations where appropriate and makes follow ups  
To provide assistance to the Municipal Manager during his absence from the office  
Sorting and distributing correspondences and filing them  
Sending, receiving and distributing fax messages  
To ensure the efficient functioning of the Municipal Manager's Office  
Perform any other reasonable task |
| ADDITIONAL BENEFITS: | Pension Fund, Medical Aid, Housing subsidy |
| CLOSING DATE: | 21 February 2014 |
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:

**Notice no. 12/2014**

**Municipal Manager**  
**Private Bag X530**  
**THABAZIMBI**  
**0380**

Application forms are available at the Personnel Office of Thabazimbi Municipality, Corporate Services Department, Sarel Pelser 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.