



THABAZIMBI LOCAL MUNICIPALITY

Private Bag X530

THABAZIMBI

0380

Tel.: 014 777 1525 / Fax: 014 777 1531

Applications are invited from suitable qualified experienced persons for appointment in the under mentioned posts. No applications will be accepted without certified copies of qualifications.

3 X SECRETARIES:

1. Manager Corporate Services
2. Manager Planning & Economic Development
3. Chief Financial Officer

THESE ARE CONTRACTUAL POSITIONS FOR A PERIOD OF FIVE (5) YEARS

TOTAL SALARY PACKAGE: Post Level 7 (R181 092.19 – R205 426.36) per annum. Benefits to the position are as follows: Medical aid cover and Pension Fund provided that it is within the total package as stated above.

QUALIFICATIONS: Grade 12, Secretarial Diploma or Equivalent

EXPERIENCE: 3 Years administration experience, advanced computer literacy in MS Office, Excel, Word & PowerPoint

DUTIES: Performs reception and secretarial duties and general office administration as well as all typing within relevant department. Organize meetings and take minutes during meetings. Administers internal and external correspondence. Ability to handle office on her/his own when needed. Manage the Manager's diary on daily basis. Receiving visitors and referring them to the appropriate staff member. Notify staff members of visitors to the Department. Liaise with the departments relating to work issues. Take custody of confidential and important documents. Ensure the efficient operation of the office. Filing of all documentation in the office of the Manager.

CLOSING DATE: 05 January 2018

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 together with an application form duly completed to:

Notice no. : 54/2017

The Municipal Manager
Private Bag X530
THABAZIMBI
0380

Application forms are available at the personnel office of the Thabazimbi Municipality
- Municipal Offices, 7 Rietbok Street, Thabazimbi, 0380 or telephone number 014 –
777 1525 / 014 777 1902

- **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 **20 (twenty)** working days after the closing date, consider your application as unsuccessful. No further correspondence will be entered into.

Thabazimbi Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.