

	THABAZIMBI MUNICIPALITY PRIVATE BAG X530 THABAZIMBI 0380 Tel.: 014 777 1525 / Fax: 014 777 1531
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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.

SECRETARY – MUNICIPAL MANAGER

(OFFICE OF MUNICIPAL MANAGER)

- SALARY:** Post Level 7 (R114 803.17) per annum
- 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. Perform reception & secretarial duties and general office administration in the Office of the Municipal Manager.
 2. Handle enquiries, take messages, schedule appointments & keep the Municipal Manager's diary up to date.
 3. Arrange meetings and take minutes if needed.
 4. Receive & dispatch letters and all other internal and external correspondence.
 5. Ability to handle office on her/his own when needed
- ADDITIONAL BENEFITS:** Pension Fund, Medical Aid, Housing subsidy
- 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 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.