



THABAZIMBI LOCAL MUNICIPALITY

PRIVATE BAG X530

THABAZIMBI

0380

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

Thabazimbi Local 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. Women and disabled persons are encouraged to apply.

SECRETARY: MUNICIPAL MANAGER **(OFFICE OF MUNICIPAL MANAGER)**

THIS IS A CONTRACTUAL POSITION FOR A PERIOD OF FIVE (5) YEARS

TOTAL SALARY PACKAGE: Post Level 6 (R214 682.04 – R248 733.75) 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: At least 3 Years typing experience, advanced computer literacy in MS Office, Excel, Word, PowerPoint, internet and email. Good interpersonal and communication skills.

DUTIES: Performs reception and secretarial duties and general office administration as 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 other internal and external correspondence. Ability to handle office on her/his own when needed. Referring documentation to departmental managers where appropriate. Drafting responses to correspondences where appropriate. Making recommendations where appropriate and make follow ups. To provide assistance to the Municipal Manager during his absence from the office. Sorting and distributing correspondences and filling them, sending receiving and distributing fax messages and e-mails to ensure the efficient functioning of the Municipal Managers Office. Perform any other reasonable task as requested by the Municipal 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. : 52/2017

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

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

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