



THABAZIMBI MUNICIPALITY

PRIVATE BAG X530

THABAZIMBI

0380

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

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. **RE-ADVERT: If you previously applied for this position, you are advised to re-apply.**

SECRETARY – MUNICIPAL MANAGER

(OFFICE OF MUNICIPAL MANAGER)

SALARY:	Post Level 7 (R129 699.12) 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:	<ol style="list-style-type: none">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:	26 October 2012

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. 50/2012

**Municipal Manager
Private Bag X530
THABAZIMBI
0380**

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