



THABAZIMBI LOCAL MUNICIPALITY

Private Bag X530

THABAZIMBI

0380

Website: www.thabazimbi.gov.za

Applications are invited from suitable qualified experienced persons for appointment in the under mentioned post.

SECRETARY TO MUNICIPAL MANAGER **(OFFICE OF THE MUNICIPAL MANAGER)**

BASIC SALARY: Post Level 6 (R331 304,40 per annum. Additional benefits attached to the position are as follows: ((i) Medical aid cover is subsidized by 60% of the total contribution for family members; (ii) Pension fund contribution by Municipality is 18% of basic salary; (iii) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

QUALIFICATIONS: Grade 12. A Qualification in Secretarial Studies/Management Assistant or equivalent, Computer Literacy.

EXPERIENCE: 2 years administration/secretarial experience.

KEY PERFORMANCE AREAS: 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 Municipal Manager's diary on daily basis. Receiving visitors and referring them to the appropriate member staff. Notifying mayor of visitors to the office. Liaising with all departments. Taking custody of confidential and important documents. To ensure the efficient operation of the office.

NOTICE NUMBER: 42/2025

CLOSING DATE: 15 AUGUST 2025

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 on the municipal website and at the personnel office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelser Centre, Rietbok Street, Thabazimbi or telephone number **014 772 2295**. **For enquiries kindly contact Ms. D Mabitsela on e-mail mabitselakd@thabazimbi.gov.za or Ms. MK Sekakampa on sekakampamk@thabazimbi.gov.za.**

APPLICATIONS BY FAX OR E-MAIL WILL NOT BE ACCEPTED.

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

If you are not invited for an interview within thirty (30) working days from the closing date, you must accept that your application was unsuccessful. Successful candidate will sign a performance agreement and disclosure of interest. No further correspondence will be entered into. Candidates will be subjected to verification of credentials. Municipality reserves the right to fill the post.

A handwritten signature in black ink, consisting of a large loop followed by a series of horizontal strokes and a final upward flourish.

GC LETSOALO CA(SA)
Municipal Manager - Thabazimbi Local Municipality