



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 post.

SECRETARY: **COMMUNITY SERVICES**

Duration: 4-year fixed term contract

SALARY PACKAGE: Post Level 7 (R219, 261.36 per annum) Additional benefits attached to the position are as follows: Medical Aid Cover and Pension Fund provided that is it within the total package as stated above.

QUALIFICATIONS: Grade 12, Certificate in Secretarial Studies/Office Administration or equivalent, Computer Literacy.

EXPERIENCE: 2 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. Administrates 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 member staff. Notifying staff members of visitors to the Departments. Liaising with the departments. Taking custody of confidential and important documents. To ensure the efficient operation of the office. Filing all documentation in the Manager.

CLOSING DATE: 27 NOVEMBER 2020

If you are interested and you are in possession of the necessary qualifications and experience, please address your application form obtainable on the municipality website (www.thabazimbi.gov.za), together with certified copies of qualifications and identity documents to the following address:

NOTICE NUMBER: 46/2020

Acting Municipal Manager
Private Bag X530
THABAZIMBI
0380

Application forms are also available at the Human Resources Office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number **014 777 1902 ext 105**.

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 20 (Twenty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into. Candidates will be subjected to verification of credentials. Candidates will be subjected to security vetting.

NB. Canvassing with councilors is not permitted and proof thereof will result in disqualification.



**LG TLOUBATLA
ACTING MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**