



GREATER TZANEEN MUNICIPALITY VACANCY



The following position is advertised and applicants are invited to apply

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

1X EXECUTIVE SECRETARY

(Job Id Number 2/0/0/002)

Salary: R374 325, 24 per annum (Job level 8)

Job Purpose: To provide secretarial activities to the Director.

Key Performance Areas: The Executive Secretary must ensure that the daily work is done to satisfaction and to achieve the objectives of Council ♦Administer internal and external correspondence ♦Perform reception activities ♦Perform general office administration ♦Perform meeting administration. ♦Perform secretarial functions.

Requirements: ♦Grade 12 ♦Diploma in Office Administration or relevant qualifications ♦Communication Skills ♦ Computer Literacy ♦Bilingual ♦2 years' relevant experience.

Applications on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV, copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified. Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing Date: 18 December at 15:00 Enquiries: Mrs H Maake (015) 307 8284/2/8006

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

MR BS MATLALA – MUNICIPAL MANAGER