



GREATER TZANEEN Municipality VACANCY



The following position is being advertised and applicants are invited to apply.

CORPORATE SERVICES DEPARTMENT

1 X EXECUTIVE SECRETARY TO THE WHIP
(Job Id Number 4/2/1/007)

Post type: Contractual (In line with the term of the Whip)

Salary: R 447,632.52 per annum (Job level 8)

The job purpose of The Executive secretary to the Whip is to provide general secretarial activities to the office of the Whip.

Key performance areas: The Executive secretary to the Whip must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ perform reception activities ▲ perform general office administration ▲ Administer internal and external correspondence ▲ Arrange and Coordinate meeting logistics ▲ Perform Secretarial typing functions.

Requirements: Grade 12, Certificate in Office Management or relevant qualification; One (1) year relevant experience.

Applications should be submitted on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV and 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: 08 November 2024 at 15:00

Enquiries: Mrs H Maake (015) 307 8284/8006.

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 D MHANGWANA – MUNICIPAL MANAGER