



## Greater Tzaneen Municipality



### VACANCY

Applications are invited from suitable qualified persons to fill the following position in Community Services Department.

<p><b>1 X EXECUTIVE SECRETARY</b> <b>(Job Id Number 6/0/0/003)</b></p>
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**Salary: R287 968.08 per annum (Job level 8)**

The purpose of the job of a Secretary is to perform general secretarial activities to the Director Community Services and the heads of division, and also to perform secretarial activities in the Office of the Director Community Services by assisting the public on the phone as well as in person.

**Key performance area:** The Secretary must ensure that the daily work is done to satisfaction and to achieve the necessary objectives of Council in a safe working environment. ✓ Performing reception activities to ensure effective and efficient service delivery ✓ Performing general office administration to ensure effective and efficient administrative services ✓ Performing typing services to ensure the completion of documents needed to be typed ✓ Administering internal and external correspondence to ensure the effective conveying of information ✓ Performing meeting administration between Director Community Services, and those directly reporting to him/her and external guests to ensure an effective administrative service ✓ Performing secretarial functions to provide an effective and efficient service to mentioned parties ✓ Performing reception activities to ensure the friendly greeting of the Community and directing them to relevant persons.

**Requirements:** • Diploma in Secretarial Studies with communication skills, telephone etiquette, and interpersonal skills. • Three (3) years experience. • Applicant must be computer literate in the usage of MS Word, MS Excel, MS PowerPoint and MS Outlook.

**Applications on the prescribed application form and indemnity form ([www.tzaneen.gov.za](http://www.tzaneen.gov.za)), a comprehensive CV and copies of certified certificates and ID 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. Applicants who are not invited for an interview should regard their applications as unsuccessful. Faxed and e-mailed applications will not be considered.

Council at all times reserves the right not to appoint.

**Further information can be obtained by phoning Mrs. Helen Maake on tel no. 015- 307 8006/8384.**

Greater Tzaneen Municipality is an Employment Equity Employer.

**Closing date: 05 May 2015 at 12:00**

**SR MONAKEDI  
MUNICIPAL MANAGER**