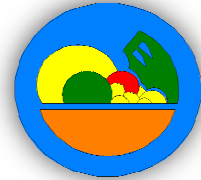




GREATER TZANEEN Municipality



VACANCY

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

OFFICE OF THE MAYOR

Mayor's Secretary (Job Id Nr. 0/1/1/003)

Salary: R287 968.08 per annum (Job level 8)

The job purpose of a Secretary for the Mayor is to manage dairies, receive and answering queries, complaints from members of the public, provides varied and confidential secretarial and office administrative assistance to the Mayor and performs related work as assigned.

Key performance areas: The Secretary must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for:- *Performing reception activities to ensure the receiving of the public and staff members; Performing general office administration to ensure the executing of related administrative activities; Performing typing services to ensure the typing of relevant documents as required; Administering internal and external correspondence to ensure proper communication; Performing meeting administration to ensure the effective organizing of meetings and the activities thereof; Performing secretarial typing functions to provide an effective secretarial/typing support service; and Performing functions regarding the organizing of specific events and procedures.*

Requirements: A minimum requirement of a Grade 12 certificate • Knowledge in computer skills and in EXCEL, MS Word, Presentations and Outlook and three years experience in administration field is essential • Code B Drivers' license.

Applications on the compulsory prescribed 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.

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: 9 September 2016 at 12:00

PLEASE MARK CLEARLY WHICH POSITION YOU ARE APPLYING FOR

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

Greater Tzaneen Municipality is an Employment Equity Employer.

SR MONAKEDI – MUNICIPAL MANAGER

