



MOHOKARE
LOCAL MUNICIPALITY

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www.mohokare.gov.za

Mohokare Local Municipality subscribes to the principles of the employment equity act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.

Applications are invited from suitably qualified persons to fill the following position.

INTERNAL /EXTERNAL ADVERT (PERMANENT)

Ref No.: Sec/Office of the Municipal Manager/09/2025

Position: Executive Secretary: Office of the Municipal Manager

Remuneration: R [307 594.20] per annum

Station: Zastron

Closing Date: 26 September 2025

Minimum requirements & Experience: A relevant three-year tertiary qualification, preferably a National Diploma or B degree; and Computer Literacy: MS Office. 1-3 years relevant experience

Key Competencies: Secretarial skills at a senior level, some of which should preferably have been gained in a local government environment. Proficiency in minute taking and undertaking of independent research. Attention to detail. Sound communication skills (oral And written). Good computer knowledge of office applications. Good planning skills.

Key performance Areas: Personal/Secretarial Support: Performs specific tasks/ activities associated with the provision of Secretarial support. Information Recordkeeping: Maintains and access records of discussions, instructions and correspondence. Receptionist/Telephones and Office Support: Performs tasks associated with the provision Reception/Telephones Service and general office support. Communication: Performs specific activities associated with communications and providing support to line functions. Bookings - Travel & Accommodation: Coordinates specific clerical requirements Associated with travel and accommodation bookings.

For enquiries contact the Human Resources division on 063 385 6263. ONLY MUNICIPAL APPLICATION FORMS (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 3 months) of qualifications and identity document must be submitted for the attention of:

Director Corporate Services

Ms. LG Ceba

Mohokare Local Municipality

P.O. Box 20

Zastron

9950

Or Hand deliver application in the nearest Mohokare Municipal Offices. Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.



Mr. MS Mohale
Acting-Municipal Manager