



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

Fixed Term -Contract linked to the Term of the Mayor

Ref No.: PS/Office of the Mayor/09/2025

Position: Private Secretary: Office of the Mayor

Remuneration: R [307 594.20] per annum (Total cost to employer) (T7)

Station: Zastron

Closing Date: [26 September 2025]

Minimum requirements & Experience: Grade 12, with 1-3 years' experience, preferably in Local Government. Computer Literacy

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 and attention to detail.

Key performance Areas: Scheduling, confirming and updating the diary of the Mayor and alerting or indicating priority/ urgent meetings requiring attention. Organising, confirming and scheduling meetings/ appointments with internal departments/ external officials, arranging the venue and attending to catering/ refreshments requirements. Developing speeches and presentations for the Mayor for functions and special events. Copy, typing and formatting documents/ reports and creates presentations using word processing and related office applications. Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/ or seeking information and approval of and communicating response established for specific/ or routine matters.

For enquiries, contact the Human Resources division on 060 786 4830. 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.

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