

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.

EXTERNAL/INTERNAL ADVERT

SECRETARY TO THE DIRECTOR COMMUNITY SERVICES – ZASTRON

REMUNERATION: R171 732.00 Plus Benefits Per Annum

QUALIFICATIONS AND REQUIREMENTS:

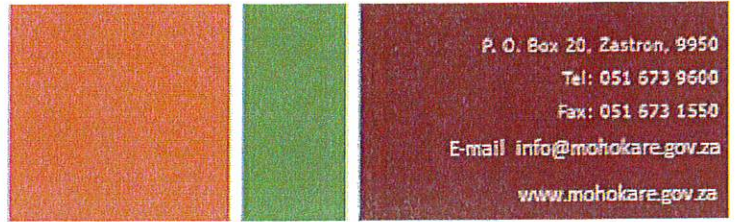
Applicants must have a recognized Diploma in Office Management or equivalent qualification, advanced computer literacy and good typing skills, must hold the highest regards for confidentiality with sound human relation. A minimum of 2 years Office Administration experience. Ability to work under pressure and extended hours, Excellent analytical and problem solving skills. A valid Driver's License is essential.

The Candidate will report directly to the Director Community Services within the respective unit. The incumbent responsibilities will entail amongst others:

- Perform specific task associated with the provision of a secretarial services at the office of Director
- Scheduling and updating appointments on behalf of the Director
- Ensure proper communication linkage of the department
- Organize meetings, attend to queries, write reports and ensure co-ordination of activities in the office of the Director
- Assist in dealing with the daily administrative activities pertaining to the Director
- Make arrangements for the attendance of meetings and other gatherings
- Perform other tasks associated with secretarial functions as and when requested by the Director Community Services



MOHOKARE
LOCAL MUNICIPALITY



P. O. Box 20, Zastron, 9950

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Fax: 051 673 1550

E-mail info@mohokare.gov.za

www.mohokare.gov.za

CLOSING DATE: 27th January 2023 @ 16H30

For enquiries contact the Human Resources division on 051- 6739600. 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:

Human Resource Manager

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. M.J Kanwendo
Municipal Manager

