



Enq: Ngoepe M
Tel: 015 505 7100

03 October 2024

OFFICE OF THE MUNICIPAL MANAGER

POSITION: EXECUTIVE SECRETARY

Directorate: Office of the Municipal Manager
Type: Permanent post
Post level: T7 of Grade 3
Basic salary: R209 444.49

Qualifications & Requirements: Grade 12, Administrative/Secretarial Certificate and Computer Literacy.

Experience: 2 Years relevant secretarial/office administration experience.

KPA's: Coordinates activities and requirements associated with Office of the Municipal Manager, Confirming for travel and accommodation details, ensure the critical appointments and executive events and functions, is efficiently planned, prioritised and co-ordinated, upholding the professionalism and image of the Municipality. Performs specific tasks/activities associated with the provision of Administration and Secretarial support, maintains the executive correspondence/information and recordkeeping system and accesses records of discussions, instructions and correspondence.

POSITION: EXECUTIVE SECRETARY

Directorate: Office of the Mayor
Type: Fixed term contract linked to term of office of the current mayor
Post level: T7 of Grade 3
Basic salary: R209 444.49

Qualifications & Requirements: Grade 12, Administrative/Secretarial Certificate and Computer Literacy.

Experience: 2 Years relevant secretarial/office administration experience.

KPA's: Provides administration and correspondence support for the Mayor and attends to specific office support/ clerical activities. Scheduling, confirming and updating the diary of the Mayor and alerting or indicating priority/urgent meetings requiring attention. Arranging travel and accommodation for the Mayor, and office of the mayor personnel. Maintains and access records of discussions, instructions and correspondence.

NB: Blouberg Municipality is an equal opportunity and affirmative action employer Committed to the implementation of Employment Equity Act and other Labour Laws.

Closing Date: 25 October 2024

Email or Faxed applications will not be considered.

NB. Shortlisted applicants will be screened for criminal records, qualification verification and/or any pending criminal cases.

Interested persons must forward their applications accompanied by the Municipality's official application form obtainable from Blouberg Municipality website, Head Office as well as all Municipal Offices, detailed CV, Certified copies of ID and qualifications to The Human Resource Manager, **Blouberg Municipality P.O. Box 1593, Senwabarwana, 0790.**

Enquiries: HR Unit on 015 505 7100.

Should you not hear from us within six weeks of the closing date kindly accept that your application has been unsuccessful.

RAMOTHWALA R.J
MUNICIPAL MANAGER