



# THEMBELIHLE

LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHALENI

*Incorporating the towns of Strydenburg and Hopetown  
Northern Cape Province, Republic of South Africa*

Private bag X3 HOPETOWN 8750

Church Street HOPETOWN 8750

(053) 203 0005/8/442

Fax (053) 203 0490

[www.thembelihlemunicipality.gov.za](http://www.thembelihlemunicipality.gov.za)

**Thembelihle Municipality (NC 076) is an equal opportunity, affirmative action employer, is awaiting the applications for the following position. We encourage disabled persons and females to apply.**

## **VACANCY: EXECUTIVE SECRETARY TO MUNICIPAL MANAGER**

### **REQUIREMENTS**

- Grade 12 Certificate or Equivalent Qualification with relevant front desk experience
- Sound computer knowledge: Microsoft Word, Microsoft Excel and PowerPoint
- Good interpersonal and communication skills
- Ability to work under pressure and extended hours
- Attention to detail

### **DUTIES: KEY PERFORMANCE AREAS**

- Responsible for the efficient management of the Municipal Manager's Office administration
- Ensure an efficient customer service system by attending to all clients and establishing the related queries
- Executes and applies procedures with respect to co-ordinating the Municipal Manager's Diary and specific events
- Receiving incoming and outgoing calls and ensure that good services are rendered at all times
- Assisting Administration Officer with arrangements of Council meetings and other functions.
- Maintain the code of confidentiality and access to information.
- Ensure an effective and efficient receptionist and administrative support function to the public on a continuous basis
- Typing all correspondence, memos, letters, circulars of the Municipal Manager
- Responsible for record keeping of all minutes

**Remuneration:** Annual salary based on Notch 1 Task Grade 7 of Category 1 Local Authority which is R157 713.96

**Benefits:** Normal fringe benefits applicable to local authorities

**Closing Date: 18 October 2019**

Applications should be accompanied by an updated and comprehensive detailed CV with certified copies of qualifications, testimonials and ID Document. No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted. If you do not hear from us within 60 days from the closing date, please consider your application unsuccessful.

**Please forward applications to:**

Municipal Manager, **attention Mr Michael R. Jack**  
Thembelihle Municipality  
Private Bag X3  
**HOPETOWN**  
8750

**Tel: 053 2030 005/442/001**

**For Enquiries contact the Manager: Corporate Services, at 053 – 2030 005**