



THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHLENI

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

✉ Private bag X3 HOPETOWN 8750
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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 to apply.

EXECUTIVE SECRETARY: MAYORAL OFFICE

REQUIREMENTS

- A Grade 12 Certificate or equivalent qualification with relevant reception front desk/switch board operator experience in a public service environment
- Sound computer knowledge of Microsoft Word, Microsoft Excel and PowerPoint
- Good interpersonal and communication skills
- Good receptionist and excellent typing skills
- Ability to interact with people at various and diverse levels
- Ability to work under pressure and meet tight deadlines
- Attention to detail and be able to work independently
- Good Public relations
- Office Management, leadership and analytical skills, ability to understand and observe protocol
- Ability to demonstrate resilience and function effectively under pressure
- Knowledge service delivery, imperatives and implementation thereof
- Experience in and understanding of a political environment

DUTIES: KEY PERFORMANCE AREA

- Manage the office, diary and logistical arrangements in the Office of the Mayor
- Manage all oncoming and outgoing correspondence, including the prioritizing and referring of correspondence to relevant departments locally, provincially and nationally on behalf of the Mayor
- Receive and screen all telephone calls within the Mayor's office, as and when required.
- Develop and Maintain a comprehensive filing system for the Mayor's Office.
- Coordinate all travelling and accommodation arrangements for the Mayor
- Manage procurement of goods and services for the Office of the Mayor
- Facilitate and coordinate activities between Portfolio Councilors, the Municipal Manager, Head of Departments, other members of Management, as well as other relevant internal and external stakeholders
- Arrange and coordinate meetings, workshops, campaigns and events
- Liaise with internal and external stakeholders on matters of service delivery and political mandates
- Assist the Mayor and Senior Managers to manage outputs, workflow and office deadlines.
- Make sound judgements on matters that are highly sensitive in nature and handle responsibly

SALARY: TASK GRADE 7

BENEFITS: NORMAL FRINGE BENEFITS APPLICABLE TO LOCAL AUTHORITIES

CLOSING DATE: 10TH AUGUST 2018

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.

Municipal Manager, attention Michael R. Jack
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HOPETOWN 8750
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