

Crn:Kuhn & Prinsloo Street

VREDE, 9835

Tel: 058 913 8300



Private Bag x 5

VREDE, 9835

Fax: 058 913 2317

INTERNAL ADVERTISEMENT OF VACANCY

Phumelela Local Municipality subscribes to the principles of the Employment Equity Act, and need to appoint suitably qualified experienced people in the under mentioned position. People with the skills and expertise to discharge the duties of the under mentioned position are invited to apply.

Position: Secretary to the Director
Directorate: Corporate Service Department
Remuneration: R 233 665.68 plus benefits
Duration: Permanent

Requirements:

Grade 12 with previous secretarial experience • Computer Literacy • MS Word • MS Excel • PowerPoint • Receiving / Sending E-mail • Typing speed 40 wpm • Good organizational skills • Arranging / coordinating meetings, functions, appointments, etc. • Good communication and writing skills.

Responsibilities/ Duties:

- Provide secretarial services to the Director daily to ensure the necessary support
- Managing the day-to-day activities of the Director to ensure the effective planning of his/her day,
- Provide a personnel assistance service daily to the Director to ensure proper functioning of the office,
- Ensure the effective organising of meetings/events and related activities thereof to promote professionalism and efficiency.
- Observes and supervises utilisation, application and maintenance of equipment and material to ensure the safekeeping and the good condition thereof.

Phumelela Local Municipality is an equal opportunity employer and appointment will be made in accordance with the Phumelela Local Municipality's Recruitment and Selection Policy. The Municipality reserves the right not to make an appointment.

PLEASE NOTE THE FOLLOWING:

- Late applications will not be accepted and only short-listed candidates will be invited for interviews.
- Canvassing, fraudulent qualifications, information and documentation will immediately disqualify any applicant.
- If you do not receive a response within 3 months of the closing date, please accept that your application was unsuccessful

Applications, should specify the post applied for and accompanied by a comprehensive CV and certified copies of qualifications, ID and driver's license and forwarded to the following Address:

**Phumelela Local Municipality
Private Bag X5
Vrede
9835**

OR

**Hand Delivered at Vrede Municipal Office
No. 52 Kuhn Street
Vrede
9835**

**Enquiries: Human Resource Office
Tel: 058 913 8300**

Closing Date: 10 May 2024 at 15:30



**Mrs. GPN Ntshangase -Mhlongo
MUNICIPAL MANAGER**