

DIPALESENG MUNICIPALITY



INTERNAL/EXTERNAL ADVERTISEMENT

Department: MM's Office

Position: Secretary to the MMC's

Salary: R163 977.59 –R178 830.72

Level: 8

Minimum Requirements: Matric Certificate. National Diploma Secretariat/Office Administration. 2 years relevant work experience.

Skills and Knowledge: Computer Literacy. Ability to work independently. Taking minutes, Report writing and communication skills. Well-spoken in various official languages to communicate effectively with people at all levels. Office organisation and general filing skills

Responsibilities: Provide a secretarial/Receptionist and clerical support service to the MMC's. Receive telephone calls and refer them to the correct role player if not meant to the MMC's. Record appointments and events in the diary of the MMC's. Receiving visitors and assisting them with courtesy. Arranging all travel and accommodation logistics. Responsible to maintain all office inventory/stationery. Type documents for MMC's and other Councillor's on a word processor. Arrange meeting and events for the MMC's. Circulating notification, agenda and minutes of previous meetings to member's. Minute taking for Portfolio Committee meetings and other meetings. Monitoring the execution of the decision taken in the Portfolio Committees. Perusing Council, Committee Agenda, Minutes of Meetings and identifying which items associated with the Office activities requiring the attention of the MMC's. Maintain the office internal and external correspondence register. Filing of incoming and outgoing correspondence according to file plan. Retrieving supporting documentation and records to facilitate and support query resolution.

Dipaleseng Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply.

*Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualification for the attention of Director Corporate Services, Private Bag X1005 Balfour 2410 or hand deliver applications at Dipaleseng Local Municipality Offices at Corner Themba Shoji and Johnny Mokoena Street, Balfour 2410 in application box at Reception, on or before **16 October 2018. NB***. No faxed or e-mailed applications will be considered. Administrative enquiries should be forwarded to Human Resources, **Thulani Mahlangu at 071 296 2092**.*