



TSWELOPELE

LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

Tswelopele Local Municipality is an equal opportunity and affirmative action employer and requires the services of a suitable qualified persons with relevant experience to fill the following vacancy. Persons designated in terms of applicable legislations as historically disadvantaged individual as well as people with disabilities are encouraged to apply.

INTERNAL AND EXTERNAL RE - ADVERTISEMENT

SECRETARY TO THE DIRECTOR TECHNICAL SERVICES DEPARTMENT

REQUIREMENTS ⇒ Grade 12 and computer literate in MS Office, Outlook and Power-point ♦ Minimum of 2-5 years relevant experience is required ♦ Basic written and oral communication skills, inter-personal skills ♦ Typing speed 40 wpm ♦ Good organizational skills, arranging coordinating meetings, functions, appointment, etc. ♦ A valid B driver's license is required.

CORE RESPONSIBILITIES ⇒ 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 or her day, ♦ 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 ♦ Provides routine clerical support and follows standard procedures ♦ Operates under direct supervision.

SALARY ⇒ R16 000.00 p/m [T7/1]

BENEFITS ⇒ Normal fringe benefits applicable to a Grade 2 municipality.

CLOSING DATE ⇒ 15 April 2025 at 12:00

Further information please contact Director: Technical Services, Tel 051 – 853 1111.

Applications on the prescribed official form, with a comprehensive CV, should be forwarded to: The Municipal Manager, Bosman Street, Civic Centre, Bultfontein 9670.

PLEASE NOTE: Application forms are available from the official website [www.tswelopele.gov.za] and from the reception desks. **No faxed or e-mailed applications will be accepted.** Certified copies of academic qualifications and a copy of your curriculum vitae must accompany all application forms.

If not contacted within 30 days after the closing date, applicants should regard their applications as having been unsuccessful. The municipality reserves the right not to make any appointments.

Fraudulent qualifications / documentation / driver's licence, will immediately disqualify any applicant. A candidate who canvasses any councillor for preference will be disqualified from the selection process or from appointment.

MLE LESEANE
MUNICIPAL MANAGER
25 March 2025