



Mafube Local Municipality
OFFICE OF THE MUNICIPAL MANAGER

64 J.J Hadebe Street
P O Box 2
FRANKFORT, 9830

Phone : 079 490 5873
Fax : 058 813 3072
E-mail: 121224tdm@gmail.com

Enquiries: Mr. Tshepang Motloung	OUR REF: 10/1/1 Date: 12th April 2024
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EXTERNAL RE-ADVERT

MAFUBE LOCAL MUNICIPALITY INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES WITH THE NECESSARY DRIVE, ENTHUSIASM AS WELL AS DEMONSTRATING COMPETENCY AND ABILITY TO PERFORM THEIR BEST, TO APPLY FOR THE FOLLOWING VACANCY. APPOINTMENTS WILL BE MADE IN LINE WITH THE MAFUBE LOCAL MUNICIPALITY'S EMPLOYMENT EQUITY POLICY.

- Directorate** : Office of the Municipal Manager
Post : Executive Secretary to Municipal Manager
Salary : R295 169.89 – R342 151.08 per annum
Duration : Permanent
Center : Frankfort
Ref : HR06

Qualifications and Experience

Grade 12, National Diploma in Office Administration or relevant equivalent certificate and 2-5 years with supervisory experience.

Requirement and Skills

Computer Literacy (MS Office applications), Diary Management, Stakeholder and Meeting Management, Proficiency in English (read, write and speak), Good human relations, interpersonal and communication skills, Ability to give attention to detail, High level of responsibility, Ability to work under pressure, Ability to deal with conflict situations, Ability to maintain confidentiality, Good telephone etiquette, Typing and report writing skills, Time management and planning skills.

Duties and Responsibilities

Responsible for the office administrative activities, support and control the office of Municipal Manager, Prepare and produce correspondence, circulate /retrieve and safe keep documents, Execute specific instructions and apply laid down procedures with respect to the coordination of the diary and specific meetings/ events of the Senior Manager, Interact/ liaise with internal and external stakeholders to confirm arrangements and programmes, Maintain and implement office efficiency by implementing office systems, Attend to and coordinate/ confirm travel, accommodation and specific office arrangements in accordance with Council policies, Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality, Keep abreast of current developments and emerging trends in the profession.

Please note: Applications will not be acknowledged, should you not be contacted within three (3) months after the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all short-listed candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof. The municipality subscribes and promotes the principles of employment equity and affirmative action. The Municipality reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidate who meet the above mentioned

competencies will be shortlisted. Successful candidates will be subjected to competency assessments, qualification verification, security vetting and criminal records checking.

Forward your applications to:

The Acting Director Corporate Services, Me. Dikeledi Madibo
Mafube Local Municipality
P.O Box 2
Frankfort, 9830

Or

Applications can be emailed to: mlmvacancies@gmail.com

Or

Hand delivers applications at:

Municipal Building
Records Office
64 JJ Hadebe Street
Frankfort, 9830

Applications must be accompanied by fully completed application form (obtainable from our website) a comprehensive CV and originally certified copies of Identity Document, Driver's License and Qualifications.

NB: Faxed and late applications will not be considered

Enquiries: Mr. Tshepang Motloung (Acting HR Manager), Tel: 079 490 5873 / 082 898 1882

Closing date: 29th April 2024 @ 12:00