

# MANTSOPA LOCAL MUNICIPALITY



## **LOCAL MEDIA/NOTICE BOARD** **EXTERNAL VACANCIES**

**MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT, AND NEED TO APPOINT SUITABLE QUALIFIED AND EXPERIENCED PEOPLE IN THE UNDERMENTIONED POSITIONS. PEOPLE WITH THE SKILL AND EXPERTISE TO DISCHARGE THE DUTIES OF THE UNDERMENTIONED POSITIONS ARE INVITED TO APPLY.**

**DEPARTMENT: OF CORPORATE**  
**FINANCE, COMMUNITY & TECHNICAL SERVICES**

**SECRETARY TO DIRECTOR FOR CORPORATE SERVICES**  
**SECRETARY TO CHIEF FINANCIAL OFFICE**  
**SECRETARY TO DIRECTOR TECHNICAL SERVICES**  
**SECRETARY TO DIRECTOR COMMUNITY SERVICES**

**(Contract Positions attached to the term of office of the Director)**

Salary: R177 428.62 pa (Post Level 5/4) Contract post plus

**Benefits of the position**

Pension / Provident Fund

Group Fund

Medical Aid

13<sup>th</sup> Cheque

Annual Leave

**Requirements of the Job:**

- NQF 5 with Secretarial Diploma / equivalent or developed competencies
- 2-3 years' work experience and understanding of arranging events/ meetings / workshops/ conferences
- Managing the diary of the director
- Computer literacy, typing, speed writing or short hand, administrative and personal and telephone communication.
- Ability to communicate both verbally and in writing in two of the following languages: Sesotho, English or Afrikaans

**Attributes desired for this position**

- Good interpersonal skills, Flexibility and ability to work under pressure, Analytic thinking, Good leadership qualities, excellent communication, Ability to motivate, presentation and interpersonal skills. Results driven patience and ability to pay attention to detail.

**Key Performance Areas:**

- Fulfil the administrative, secretarial and personal assistance to the Director
- Provide receptionist telephone service in the office
- Filling,typing, scheduling and planning the Director 's diary
- Make logistical arrangements for meetings,functions, conferences or any events
- Provide assistance with coordinating the Director's
- Perform all ad-hoc required functions as determined by the director from time to time.

**Applications to be forwarded as follows:** Written application with CVs and covering letter (including three contactable references) and certified copies of the educational qualifications should be addressed to or hand delivered to

**Municipal Manager  
Mantsopa Local Municipality  
P.O. Box 64  
LADYBRAND  
9745**

**Please note that no faxes or e-mails will be accepted.**

**Enquires can be directed to the HR Manager Ms L Ntsepe on telephone : (051) 924 0654 / 5**

**FRAUDULENT QUALIFICATION, DOCUMENTATION FROM APPLICANTS  
WILL IMMEDIATELY BE DISQUALIFIED. A CANDIDATE / APPLICANT  
WHO CANVASSES ANY COUNCILOR FOR PREFERENCE WILL ALSO BE  
DISQUALIFIED FROM SELECTION PROCESS OR FROM APPOINTMENT.**

**Closing date:** 14 MARCH 2018 



**TP MASEJANE  
MUNICIPAL MANAGER**