



FRANCES BAARD

DISTRICT MUNICIPALITY / DISTRIKSMUNISIPALITEIT
MASEPALA WA SEDIKA / U MASEPALA WE SITHILI

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and the pursuit of excellence in service delivery. The municipality has the following vacancy:

ADVERTISEMENT

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

VACANCY: SECRETARY TO THE SPEAKER

Ref. no: 17/21

Contract post

TASK: 9

Basic salary: R207 576.00 – R269 460.00 (plus contractual benefits: pension, medical aid scheme, group life insurance, housing subsidy, 13th cheque)

Fixed term contract linked to the term of office of the incoming council which is performance based.

Requirements: The applicant must be in possession of a senior certificate or equivalent qualification. Computer literacy and good typing skills (ability to do high speed typing with minimal errors, with knowledge, understanding and capability to utilize various software packages. 18–24 months relevant secretarial/office administration experience will be an added advantage.

Skills and competencies: Planning, organizing, financial and administrative skills; ability to correctly interpret relevant documentation; good communication skills and people orientation; ability to communicate well with people at different levels and from different backgrounds; good interpersonal relations and customer service skills.

Key performance areas: Ensure that critical, confidential and important appointments and executive events and functions, are efficiently planned, prioritised and co-ordinated, upholding the professionalism and image of the Municipality and Executive office. Ensure that adequate support is made available to enable the accomplishment of specific administrative reporting deadlines. Ensure that records and related information are maintained and details/correspondence supporting specific processes and decisions are accessible and made available to facilitate the execution of necessary actions. Ensure that telephonic calls and enquiries are attended to promptly and professionally in accordance with customer services standards and adequate/efficient office support is made available. Performs specific tasks/ activities associated with the provision of a secretarial service to the Office of the Speaker, by: Scheduling and updating appointments on behalf of the Speaker, communicating with internal departments and external official contacts for dignitaries to arrange/ inform on protocol requirements and arrangements. Attending to the filing of confidential documentation and correspondences.

Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory, and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by certified copies of ID and qualifications.

Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.

Application forms are available from the municipal office and/or may be downloaded from the municipal website; www.francesbaard.gov.za. Enquiries can be directed to: Mrs. Pulane Matsitse/Mrs. Lesedi Job, Tel: 053-838 0912/911.

Note: Designated groups, including people living with disabilities, are particularly encouraged to apply.

FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. The District Municipality reserves the right to make no appointments.

Closing Date: 03 December 2021

MUNICIPAL MANAGER, MS ZM BOGATSU