



MAKHADO LOCAL MUNICIPALITY

Applications are hereby invited from suitable qualified candidates for vacant positions in Makhado Local Municipality

DEPARTMENT: CORPORATE SERVICES

OFFICE OF THE CHIEF WHIP

1x SECRETARY: OFFICE OF THE CHIEF WHIP Ref: (5/3/4/6/45)

Salary Scale: R289 799.25 – R320 039.22 per annum (post level 08)

Requirements: *Grade 12 or Secretarial Diploma qualifications *At least two years' experience in Office Administration *Incumbent should have an extensive experience and in-depth knowledge and experience in Local government *Computer literacy

Key Performance Area:*Provide a secretariat service to the Chief whip in making all arrangements for meetings, notification, venue, refreshments, stationery, presentation aids and taking of minutes *Planning and organizing the workflow from the Chief whip Office *Scheduling, confirming and updating the diary of the and indicating priority/urgent meetings which must be attended *Write requisition – and order documents for payment of accommodation and travelling arrangements *Perform general administrative and related duties

Key Competences: *Time management *Communication Skills *Typing skills *Report writing Skills *Interpersonal skills. *Honesty and Integrity, *able to work under pressure and abnormal working hours

OFFICE OF THE SPEAKER

1x SECRETARY: OFFICE OF THE SPEAKER Ref: (5/3/4/6/33)

Salary Scale: R289 799.25 – R320 039.22 per annum (post level 08)

Requirements: *Grade 12 or Secretarial Diploma qualifications *At least two years' experience in Office Administration *Incumbent should have an extensive experience and in-depth knowledge and experience in Local government *Computer literacy

Key Performance Area:*Provide a secretariat service to the Speaker in making all arrangements for meetings, notification, venue, refreshments, stationery, presentation aids and taking of minutes *Planning and organizing the workflow from the Mayor Office *Scheduling, confirming and updating the diary of the Speaker and indicating priority/urgent meetings which must be attended *Write requisition – and order documents for payment of accommodation and travelling arrangements *Perform general administrative and related duties

Key Competences: *Time management *Communication Skills *Typing skills *Report writing Skills *Interpersonal skills. *Honesty and Integrity, *able to work under pressure and abnormal working hours

NB: ALL SUCCESSFUL CANDIDATES WILL UNDERGO BACK GROUND CHECK AND VERIFICATION OF QUALIFICATIONS AND CRIMINAL RECORDS

Makhado Municipality is an equal opportunity employer and subscribe to employment equity act.

Forward your application on the Council's prescribed application form with a copy of CV and certified copies of qualifications to the Municipal Manager, Private Bag X2596, LOUIS TRICHARDT, 0920. Or hand deliver to 83 Krogh street, Civic Centre, Makhado Municipality

For more information contact Manager Human Resource Mr Dagada N 015 519 3225 or

Hlangwane F.S 015 519 3127 or Muofhe A.P 015 519 3121

PLEASE NOTE: APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED

To view our current vacancies or to print the Application Form visit our website on www.makhado.gov.za

If no response is received from Makhado Local Municipality within 45 days after the closing date, it must be regarded that your application has not been successful.

Publication Date 19 & 20 November 2019

Closing Date: 17 January 2020

Notice No: 153/2019

File No. 5/3B