



GAMAGARA LOCAL MUNICIPALITY EXTERNAL ADVERTISEMENT

Gamagara Local Municipality with its head office in Kathu and located in the John Taolo Gaetsewe Region, Northern Cape province, is an equal opportunity employer and invites applications from suitably qualified persons for the following position:

POSITION : EXECUTIVE SECRETARY (1 X POSITION FIXED TERMS CONTRACT)
DEPARTMENT : OFFICE OF THE MAYOR
WORKSTATION : KATHU MUNICIPAL MAIN BUILDING
SALARY : TASK GRADE 09: R 313 940.72 (ALL INCLUSIVE)
REFERENCE NO: NOTICE 2020/37

IMPORTANT NOTICE

Fixed term contract position which is performance based and linked to the term of office of a political office bearer.

Requirements: The applicant must be in possession of NQF level 4 equivalent to Grade 12 or Matric. Sound knowledge of relevant computer programmes (MS Word, Excel, Access, PowerPoint, and Publisher). Good communication skills. 18-24 months relevant secretarial/Administration experience. A Secretarial/Office Administration Diploma or equivalent qualification will serve as an added advantage. Code 08 driver's license will serve as an added advantage.

Knowledge, Skills, Training and Competency required: Excellent prioritising and ability to manage a variety of tasks simultaneously. Ability to working a pressurised environment. Proven organisational skills and information flow. Good inter-personal skills. Co-ordinate incoming and outgoing correspondence. Willingness to work outside normal working hours. Ability to conduct research and draft briefing notes for the Municipal Manager or Director.

Key Performance Areas: Providing executive secretarial support, coordinating general office requirements and overseeing the office expense budget. Communicating with visitors, officials and the general public, sourcing and making available routine information pertaining to scheduled activities of the departments or municipality. Monitoring office maintenance, general refurbishment requirements. Scheduling, confirming and updating the diary and alerting or indicating priority/urgent meetings requiring attention. Organising, confirming and scheduling meetings and appointments with internal departments/external officials and arranging the venue. Preparing meeting notice, agenda and minutes for specific meetings (e.g. Management Committee) and attending to the distribution and arranging for the collection of documentation prior to scheduled meetings. Ensure that critical, confidential and important appointments and executive events and functions are efficiently planned, prioritised and co-ordinated.

NOTE TO ALL APPLICANTS

1. Prescribed application forms (obtainable at all Gamagara Municipal Offices Reception and Website) together with CVs and certified copies of qualifications must be submitted to: **The Municipal Manager, Mr. KP Leserwane; Gamagara Local Municipality, P. O. 1001, KATHU, 8446.**
2. Physically hand delivery applications accepted **ONLY** at our Kathu **Registry office** to the following address: **Civic Centre, cnr Hendrik van Eck & Frikkie Meyer Road**
3. Submit separate application when applying for more than one position advertised and quote the relevant reference number
4. All applications shall be subjected to a vetting or screening test/qualification verification process with the relevant qualification authority and undergo a medical Examination test (as and when required).
5. Applications which are received after the closing date and time will not be considered.
6. The Municipality reserves the right not to make any appointment and re-advertise before a short list is compiled.
7. The Municipality subscribes to and applies the principles prescribed by Employment Equity Act.
8. Preference will be given to candidates from designated groups as per legislative requirements
9. More information relating to the advertised positions and application forms can be obtainable at all Gamagara offices (Kathu, Dibeng, Olifantshoek, Mapoteng and Siyathemba) and/or municipal website www.gamagara.co.za .
10. Enquiries to be directed to Mr. Kabelo Appie at 053 723 6000 / email appiek@gamagara.co.za
11. **Closing date: 29 January 2021 at 15:00**