LOCAL MUNICIPALITY OF LEKWA

The Lekwa Local Municipality with its seats in Standerton, invites applications from qualified, motivated and innovative individuals for the following positions to become part of and join a dynamic and growth orientated Local Authority.

EXTERNAL ADVERTISEMENT
POSITION: SECRETARY TO THE MMC PLANNING AND ECONOMIC DEVELOPMENT
DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT
Reference number: MP305/PED/MMC/004
Salary: R361 999,56 per annum Task Grade 11
(CONTRACT APPOINTMENT LINKED TO OFFICE BEARER)

Minimum Requirements

- Grade 12
- Three-year relevant tertiary qualification/Diploma in Management Assistant/Public Administration or any equivalent qualification
- Secretarial experience
- Excellent written and verbal communication skills
- Good numerical skills
- Written and verbal communication skills
- Valid Code 8 Drivers Licence

Key Performance Areas

- Render secretarial and administrative support to the Member of the Mayoral Committee's office
- Handling all telephone calls to the member of the Mayoral Committee's office.
- Prioritise and assess appointments of the Member of the Mayoral Committee.
- Organise and coordinate functions, travel and accommodation arrangements of the Member of the Mayoral Committee.
- Maintain confidentiality of documents and filling system.
- Handling all in and outgoing mails from the office of the Member of the Mayoral Committee.
- Controlling and maintain stationery and maintenance requirements of the office of the Member of the Mayoral Committee.

Competence Assessment

- Typing test (40 words per minute)
- Report Writing skills

Inherent requirements

- Attention to detail, Administrative and Organisational skills, Ability to work under pressure with a team and within a set time frames, excellent verbal and written communication skills, community and customer focus, problem solving, negotiation and influencing, communication and resilient.

Please note:

1. Interested applicants meeting the requirements are requested to forward an application form, comprehensive Curriculum Vitae, together with originally certified copies of qualifications and identity documents to **The Municipal Manager (Attention Manager Human Resources), PO Box 66, Standerton, 2430** or hand-deliver such at the **Lekwa Local Municipal Administrative Building, Corner Dr Beyers Naude and Mbonani Mayisela Street, Standerton.**
2. Faxed or e-mailed applications will not be considered.
3. Correspondence will only be entered into with the shortlisted candidates. Applicants who have not been contacted within sixty (60) days of the closing date should consider their applications unsuccessful.
4. Lekwa Local Municipality serves the right not to make any appointment.
5. The submission of an application gives Lekwa Local Municipality the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers, criminal record as well as academic institutions.
6. Canvassing Councillors or officials or the appointment is strictly prohibited and will automatically disqualify the applicant.
7. People from previously disadvantaged groups and people with disability are encouraged to apply ♿.
8. The application for employment form obtainable from the Lekwa Local Municipality website at www.lekwalm.gov.za must be completed.
9. For further enquiries please contact the Acting Human Resources Administration Officer, Mr. F. Gqwashu at fgqwashu@lekwalm.gov.za or 0177129820

Notice: 41/2024

Closing date for applications: 7 February 2025

M. LAMOLA
MUNICIPAL MANAGER