



Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled are encouraged to apply.

BUDGET AND TREASURY OFFICE
SECRETARY TO THE CHIEF FINANCIAL OFFICER – POST LEVEL 08

SALARY: R161 232 per annum

BENEFITS: NORMAL MUNICIPAL EMPLOYEES BENEFITS

REQUIREMENTS

- An appropriate level of secondary education and / or Diploma in Public Administration plus 1 year experience in municipal environment (office administration). A course in Basic Accounting will be an advantage. Must have Sound Computer knowledge (MS office applications). Driver's license.

COMPETENCIES AND SKILLS

- Must have good interpersonal relation, strong office administration, communication skills (verbal & writing), time management, and basic accounting skills.

KEY PERFORMANCE AREAS

- Perform specific tasks associated with the provision of secretarial services at the Department.
- Manage the general office environment (include the control of section's resources)
- Performs a receptionist / telephonist function at the Department.
- Recording telephonic messages in the absence of personnel and/ or locating and contacting persons / companies on behalf of Budget and Treasury Staff.
- Receiving and communicating with guests, complaints and/or members of the public, establishing the nature of the visit and redirecting to appropriate personnel for attention.
- Attend to the filing of confidential/ general documentation and correspondences, removing and/ or inserting copies in specific files and/ or controlling and updating coding sequences to facilitate accessibility to information.
- Performs administrative activities associated with preparation of documents and correspondence for circulation.

- Rendering typing services to the Department.
- Safekeeping of all audit trails / source documents.

CORPORATE SUPPORT & SHARED SERVICES

SECRETARY: MANAGER CORPORATE SUPPORT & SHARED SERVICES – POST LEVEL 08

SALARY: R161 232 per annum

BENEFITS: NORMAL MUNICIPAL BENEFITS

REQUIREMENTS

- An appropriate level of secondary education and / or Diploma in Public Administration plus 1 year experience in municipal environment (office administration). A course in Basic Accounting will be an advantage. Must have Sound Computer knowledge (MS office applications). Driver's license.

COMPETENCIES AND SKILLS

- Must have good interpersonal relation, strong office administration, communication skills, time management, is able to take minutes and report writing skills.

KEY PERFORMANCE AREAS

- Perform specific tasks associated with the provision of secretarial services at the Department.
- Scheduling, confirming and updating the diary of the Manager.
- Organising, confirming and scheduling meetings/appointments with internal/external departments.
- Preparing notifications, agendas and minutes for specific meetings
- Manage the general office environment (include the control of section's resources)
- Performs a receptionist / telephonist function at the Department.
- Recording telephonic messages in the absence of personnel and/ or locating and contacting persons / companies on behalf of Management.
- Receiving and communicating with guests, complaints and/or members of the public, establishing the nature of the visit and redirecting to appropriate personnel for attention.
- Attend to the filing of confidential/ general documentation and correspondences, removing and/ or inserting copies in specific files and/ or controlling and updating coding sequences to facilitate accessibility to information.
- Performs administrative activities associated with preparation of documents and correspondence for circulation.
- Rendering typing service to the Department.

Applications, accompanied by a comprehensive CV, originally certified copies of qualifications, ID, driver's license and covering letter that indicate the position you are applying for, must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

All qualifications and references will be verified.

Further enquiries may be directed to Divisional Manager Human Resource, Mr. S Mthombene at tel. no. 014 718 3367 during office hours.

Closing Date: 22 October 2010

The Waterberg District Municipality reserves the right **NOT** to fill the advertised posts.

Should you not be contacted within 60 days of the closing date please accept that your application had been unsuccessful.

M.V LETSOALO

MUNICIPAL MANAGER