Waterberg District Municipality
on the Go for Growth

VACANCY

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 persons are encouraged to apply.

CORPORATE SUPPORT & SHARED SERVICES

Secretary Corporate Support and Shared Services
Post Level: 08
Salary: R 373 812.00 (Basic Salary Per Annum Excluding Municipal Employee Benefits)
Reference No. : MC36CSCS002
Benefits: Normal municipal benefits
Term of appointment: Permanent

REQUIREMENTS: Grade 12, Diploma Secretarial / Public Administration (NQF Level 6) or equivalent, plus 1 year experience in office administration. Must have Sound Computer knowledge (office applications).

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.

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za or obtainable from the reception desk. The form must be accompanied by a detailed updated CV, recently (not older than 3 months) originally certified copies of qualifications, ID, driver's license and a signed covering letter that indicate the position you are applying for and must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X 1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed, e-mailed, late applications and those without the relevant accompanying documents will not be considered.

NOTE: Qualifications, employment background check and a security vetting will be done for all the successful candidates.

Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 or Mr. MJ Matlou at 014 718 3339 during office hours.

Closing Date: 30 April 2025 @ 16:00

Correspondence will be limited to short-listed candidates only. Should you not be contacted within 90 days of the closing date please consider your application unsuccessful.

The Waterberg District Municipality reserves the right not to appoint or fill the advertised post.

P RAPUTSOA
MUNICIPAL MANAGER

WATERBERG DISTRICT MUNICIPALITY