



BUSHBUCKRIDGE LOCAL MUNICIPALITY

Tel: 013 799 1835/45/51/57

Fax: 013 799 1865

Email: info@bushbuckridge.gov.za

Private Bag X 9308
Bushbuckridge
1280
R533 Graskop Road opp. Mapulaneng DLTC
Maviljan Region
Bushbuckridge

Website: www.bushbuckridge.gov.za

Committee Secretaries (5 five years fixed contract)

SEPTEMBER 19, 2016

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

POST : **Committee Secretaries (5 five years fixed contract)**
Directorate : **Corporate Services**
REMUNERATION : **R227, 743.01**
CENTRE : **Head Office**

REQUIREMENTS

- One year Secretarial Diploma
- Two (2) years working experience
- Good communication skills and proper record keeping
- Excellent resources management skills
- Ability to work under pressure
- Computer literacy
- Driver's license will be an added advantage

RESPONSIBILITIES

- Recording of events for councilors
- Recording and transmission of messages to councilors
- Travelling arrangement for councilors
- Handling of dairy, recording filling and events for councilors
- Safekeeping of committee minutes
- Recording of committee minutes
- Taking minutes of various portfolio committee as and when instructed by Manager: Council Support
- Compiling and packing the council agenda as when instructed by Manager: Council Support

Application forms indicating the position being applied for, together with a comprehensive Curriculum vitae and certified copies of qualifications should be forwarded to:

The Municipal Manager OR Hand Delivery to Registry Office

Bushbuckridge Local Municipality R533 Graskop Road

Private Bag X 9308 Bushbuckridge

Bushbuckridge 1280

1280

NB If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful.

Closing date : **2016 September 02nd**