



BUSHBUCKRIDGE LOCAL MUNICIPALITY

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

Tel: 013 799 1835/45/51/57

Fax: 013 799 1865

Email: info@bushbuckridge.gov.za

Website: www.bushbuckridge.gov.za



Post : SECRETARY COUNCIL

Directorate : Corporate Services

Remuneration : R 200 797.17per annum

Centre : Head Office

RESPONSIBILITIES:

- Coordinate council and executive committee MEETINGS 
- Prepare minutes and resolutions of the council
- Keeping track of the decisions' of the council and verifying the implementation
- Answering to all correspondence received
- Keeping council members updated on BLM activities
- Coordinating the preparation/editing of documents for council MEETINGS 
- Recording and transmission of messages to the BLM council

Requirements

- Three (3) National Diploma in Business Administration or Diploma Public Management
- Strong diplomatic and protocol skills
- Excellent speech and writing skills
- Knowledge of political bearers
- 5 years experience in related position

Enquires should be directed to: Human Resources Section. Tel 013 799 187/51 ext 150 & 220

Please forward your application through a prescribed form (www.Bushbuckridge.gov.za), together with your comprehensive CV and recent certified copies of qualifications and identity documents to:

The Administrator Hand delivery to office no 55(Registry)

Bushbuckridge Local Municipality R533 Graskop Road

Private Bag X 9308 Bushbuckridge

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PLEASE NOTE: Fraudulent qualifications or documentation will immediately disqualify any application, BLM reserves the right not to fill these posts, should there be no suitable candidates identified, late submissions will be disqualified, should you not receive any response within one (1) month of the closing date, regard your application as unsuccessful. Submission without certified copies of qualifications by commissioner of oaths will not be considered. Correspondence will only be communicated to short-listed candidates

Closing date : 2015 March 13