



BUSHBUCKRIDGE LOCAL MUNICIPALITY

Tel: 013 799 1835/45/51/57

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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

Post : Secretary to Municipal Manager

Directorate : Municipal Manager

Remuneration : R 200 797.17 per annum

Centre : Head Office

REQUIREMENTS:

- Grade 12 plus three years (3) National Diploma in public Administration management or/equivalent coupled with 5 years secretarial experience.
- Computer literacy in Ms Office. Knowledge of governance administrative processes and activities.
- A team player capable of handling a wide variety of tasks. Relevant experience in government environment, evidence of superior negotiating skills.
- Financial Management skills and experience. Cutting edge speech writing skills.
- Cutting edge computer skills. Evidence of attention to detail and meeting deadlines.
- Hands-on corporate governance experience.
- Willingness to work extra-ordinary hours. Evidence of excellent communication skills (both written and verbal) and interpersonal skills

RESPONSIBILITIES:

- Maintain and manage the diary of the Municipal Manager.
- Manage the support staff in the Office of the Municipal Manager.
- Ensure that world class executive secretarial support is provided to the Municipal Manager, thereby enabling him to excel in leading the municipality to greater heights of leadership excellence, service delivery and development.
- Assist the Municipal Manager in institutionalizing partnership arrangements with relevant government, business, civil society and academic and research agencies.
- Liaison with appropriate offices and stakeholders in respect of governance matters, as per the municipality's policy objectives and imperatives of the local governing structures.
- Assist the Municipal Manager in institutionalizing administrative oversight strategies and mechanism as well as implementation thereof.
- Sound internal and external relations

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

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1280

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