



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

LOCAL ADVERTISEMENT

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

Post : Council Support secretary
Directorate : Corporate Services
Remuneration : R 322 216.53
Centre : Head Office

REQUIREMENTS

- Grade 12 Certificate
- National Diploma in Public administration/Public Management or equivalent qualification
- 2-3 Years relevant working experience.
- Sound knowledge of council matters or operations
- A valid driver's license

RESPONSIBILITIES

- Supervise and co-ordinate council and committee work to ensure an efficient service is rendered to the Council.
- Coordinate Council and all Committee meetings and prepare the agendas of such meetings in consultation with the Municipal Manager, the Mayor, the Speaker and Chairpersons of Portfolio Committees and all section 79 committees.
- Advise councilors on administrative processes and procedures of the municipality.
- Maintain an up-to-date councilor database and demographs.
- Assist and advise the Office of the Chief whip when deploying councilors to various Committees of Council.
- Supervising and co-coordinating the compilation of agendas of meetings of Council and its Committees, also the printing and distribution thereof; by means of Committee Assistant, Typist Supervising the writing of minutes of all meetings.

Application forms can be accessed from our website: www.bushbuckridge.gov.za or collected from Head Office (Bushbuckridge), including all our eleven (11) Regional Offices.

Interested candidates meeting the above requirements are invited to forward their comprehensive CVs, certified copies of Identity Document and qualifications to the following address;

Any falsification information be it in a form of postal or residential address, qualifications, references or any other information given by the applicant will lead to dismissal upon discovery by the employer.

The Municipal Manager
Bushbuckridge Local Municipality
Private Bag X 9308
BUSHBUCKRIDGE
1280

OR Hand delivery to office no 55(Registry)
R533 Graskop Road
Bushbuckridge

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

The Municipality reserves the right not to appoint

Closing date : **08 August 2019**