

GOVAN MBEKI LOCAL MUNICIPALITY



VACANCY ADVERTISEMENT

To visit the Municipal Website
and download the Advertisement
Scan the QR code



Head Office: Central Business Area, Horwood Street, Secunda, P/Bag X 1017, Secunda, 2302, Tel: 017 620-6000
Please contact our website for further details: www.govanmbeki.gov.za

PLEASE NOTE:

- Interested applicants meeting the requirements should forward the following:
 - Fully completed official Application Form which is available at the Secunda Main Offices, All Regional Offices as well as the on the Municipal Website www.govanmbeki.gov.za
 - Detailed CV, Certified Copies of Qualifications and Identity Document for up to 6 months.
 - Applications not submitted with the fully Completed Official Application Form will not be considered.
 - Applications with Foreign Qualifications must be attached with a SAQA verification document.
- All short-listed applicants will be required to produce their original identity document, driver's licence and qualifications/documents at the interviews. Failure to comply will result in disqualification.
- Applications must be addressed to: **The Manager Human Capital, Private Bag X1017, Secunda, 2302, hand deliver or emailed to recruitment.executive@govanmbeki.gov.za**
- Communication will only be between the recruitment section and shortlisted candidates. Applicants who have not been contacted within thirty (30) days of the closing date should consider their applications unsuccessful.
- The Govan Mbeki Municipality reserves the right not to make an appointment and to re-advertise positions.
- The submission of an application gives Govan Mbeki Municipality the right to verify your qualifications, perform reference checks from current and previous employers as well as academic institutions and SAQA.
- The successful applicant must enter into a Performance Agreement with the Employer.
- Applications from women, people with disabilities and historical disadvantaged individuals are strongly encouraged to apply and will be appreciated.

INTERNAL / EXTERNAL ADVERTISEMENT

CLOSING DATE: MONDAY, 12 OCTOBER 2026 at 12:00

**OFFICE OF THE MUNICIPAL MANAGER
EXECUTIVE SECRETARY TO THE MUNICIPAL MANAGER
(REF: 2026-2027/27)**

Requirements:

- Grade 12
- Secretarial Diploma (NQF 5)
- Five (05) to Eight (08) years relevant Executive Secretarial experience
- Relevant National Diploma will be an added advantage
- Excellent typing skills (successful shortlisted applicants will be subject to a practical computer test)
- Experience in Local Government will be an added advantage
- Computer literacy – MS Office
- An understanding of at least one African language

The successful applicant / candidate must possess competencies as published in Annexure A of the Local Government: Municipal Staff Regulations promulgated in Government Gazette 45181 of 20 September 2021

Key Performance Areas:

- Providing secretarial support to the Municipal Manager.
- Handling an on-line and physical diary, correspondence, meetings, telephone, travel arrangements, visitors, invitations, etc.
- Maintaining an administrative link between the Political Offices Bearers and other departmental Directorates.
- Compilation of agendas, minute taking and provision of clerical services with speed, integrity and confidentiality.
- Executing all logistical, secretarial and administrative functions relating to the Office of the Municipal Manager.
- Effective Data Management.
- Dealing with external stakeholders and arranging logistical matters with regard to meetings.
- Liaising with the Office Manager on strategic issues.

BASIC ANNUAL SALARY: R 500 892.00 (Post Level 07) plus normal company benefits