

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:**
 1. 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;
 2. Detailed CV, Certified Copies of Qualifications and Identity Document
 3. **Applications not submitted with the fully Completed Official Application Form will not be considered**
 4. **Applications with Foreign Qualifications must be attached with a SAQA verification document.**
- **All short-listed applicants will be required to produce their original 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. Faxed or e-mailed applications will not be considered.
- Applications can be submitted at all Municipal Offices throughout the Govan Mbeki Municipal jurisdiction.
- 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 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
- People with disabilities are encouraged to apply and an indication in this regard will be appreciated.

INTERNAL/EXTERNAL ADVERTISEMENT

CLOSING DATE: Friday, 04 April 2025 at 12:00

OFFICE OF THE EXECUTIVE MAYOR

**SECRETARY TO THE FULL-TIME COUNCILLOR (FIXED TERM)
MEMBER OF MAYORAL COMMITTEE COMMUNITY SERVICES – 01 Post
(REF: 2024-2025/58)**

Requirements:

- Grade 12
- A Secretarial / Administrative qualification will be an added advantage
- Two (2) to Five (5) years relevant experience
- 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
- 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 relevant Member of Mayoral Committee (MMC).
- Handling an on-line and physical diary, correspondence, meetings, telephone, travel arrangements, visitors, invitations, etc.
- Maintaining an administrative link between the Offices of the Executive Mayor, Speaker, Whip of Council, and Municipal Manager.
- Compilation of agendas, minute taking and provision of clerical services with speed, integrity and confidentiality.
- Executing all logistic, secretarial and administrative functions relating to Portfolio Committees.
- Effective Data Management.

BASIC ANNUAL SALARY: R 324 328.00 (Post level 09) + Normal company benefits. Successful applicant will be appointed on a fixed term contract linked to the Member of Mayoral Committee