



OFFICE OF THE MUNICIPAL MANAGER: INTERNAL / EXTERNAL ADVERTS

- Position : **SECRETARY TO THE MUNICIPAL MANAGER**
- Salary : R166 650.48 per annum. Task Grade 6
- Minimum requirements & Experience : NQF Level 6 TVET with Computer Literacy
- Key Competencies : Secretarial skills at a senior level, some of which should preferably have been gained in a local government environment. Proficiency in minute taking and undertaking of independent research. Attention to detail. Sound communication skills (oral And written). Good computer knowledge of office applications. Good planning skills. Attention to detail.
- Key performance Areas : **Personal/Secretarial Support:** Performs specific tasks/ activities associated with the provision of Secretarial support. **Information Recordkeeping:** Maintains and access records of discussions, instructions and correspondence. **Receptionist/Telephonist and Office Support:** Performs tasks associated with the provision Reception/ Telephonist Service and general office support. **Communication:** Performs specific activities associated with communications And providing support to line functions. **Bookings - Travel & Accommodation:** Coordinates specific clerical requirements Associated with travel and accommodation bookings.

Applicants are advised that applications are subject to vetting. Application forms are available on: <https://www.tokologo.gov.za/index.php/notices/vacancies>
Applications should be forwarded to the Human Resources Department, Tokologo Local Municipality, Private Bag X 46, Boshof, 8340 or hand delivered at the Offices of Tokologo Local Municipality, cnr. Voortrekker Market Street, Boshof. Faxed or e-mailed applications will not be accepted.

Closing date for applications: **03 July 2025 at 16:00** Applicants are advised that if they have not heard from us within 60 days from the closing date, they should consider their applications as unsuccessful.

NB: in submitting any information or documentation requested pursuant to this advertisement, you are consenting to the processing by Tokologo Local Municipality of your personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 (POPI Act) and its regulations. The Municipality also commits to handle all the submitted personal information in compliance with the POPI Act and in line with its POPIA Compliance Policy.

Tokologo Local Municipality reserves its right to appoint or not appoint in this position.

(Tokologo Local Municipality aims to promote equity in the workplace by ensuring equal opportunity and fair treatment in employment, and by addressing the disadvantages experienced by certain group; Women, White People and People living with Disabilities)

MR A.M SEHLOHO
MUNICIPAL MANAGER