



## MERAFONG CITY LOCAL MUNICIPALITY



Merafong City Local Municipality hereby invites applications from suitable qualified and experienced candidates for appointment to the following position

### CORPORATE AND SHARED SERVICES INTERNAL / EXTERNAL JOB POSTING

#### DIRECTORATE: CORPORATE AND SHARED SERVICES

**POSITION** : ADMINISTRATIVE OFFICER  
**SECTION** : CORPORATE AND SHARED SERVICES  
**REFERENCE** : CSS/ADM/01/11/24  
**REMUNERATION** : In accordance with job level 7 - 6 of Merafong City Local Municipality (R 375 041.26 *per annum, excluding benefits*)

**REQUIREMENTS:** Grade 12 • Personal Assistant/Senior or executive secretary or related secretarial certificate • 5-8 years relevant required with supervisory experience Computer Literacy; MS Office • • Valid driver's license.

**RESPONSIBILITIES:** Managing the day-to-day operations of the office, including scheduling meetings and appointments, organizing files and handling correspondence. • Preparing regular reports on expenses and office budgets. • Maintaining and updating the databases. • Acting as the point of contact between executives and internal/external stakeholder. • Answering queries by employees and clients. • Updating office policies as needed. • Preparing reports, presentations, and other documents for the executives as required. • Booking meeting venues as required. • Distributing and store correspondence such as letters, emails and packages. • Coordinating travel arrangements for executives and handle related logistics. • Organizing and maintain the office filing system, including electronic and hard copy documents. • Maintaining a safe and secure working environment by ensuring compliance with health and safety regulations. • Processing and track invoices, purchase orders, and other financial documents as required.

**COMPETENCIES: Core Professional Competencies** • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising • **Functional Orientation Competencies** • Business Processes • Use of Technology • Data Processing & Analysis • **Public Service Orientation Competencies** • Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus • **Personal Competencies** • Action Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation.