



## MERAFONG CITY LOCAL MUNICIPALITY



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

### **ECONOMIC DEVELOPMENT INTERNAL / EXTERNAL JOB POSTING**

#### **DIRECTORATE: ECONOMIC DEVELOPMENT PLANNING**

**POSITION : ADMINISTRATIVE OFFICER**  
**SECTION : EDP**  
**REFERENCE : EDP/ADMIN/1/11/24**  
**REMUNERATION : IN ACCORDANCE WITH JOB LEVEL 7 - 6 OF  
MERAFONG CITY LOCAL MUNICIPALITY(R 375 041.26 PER ANNUM,  
EXCLUDING BENEFITS)**

**REQUIREMENTS:** Grade 12 • Computer Literacy; MS Office • Personal Assistant/ Senior/ executive secretary also require a relevant secretariat certificate • 5-8 years relevant experience with supervisory experience • Code EB driver's license.

**RESPONSIBILITIES :** • Organizing company records, overseeing department budgets and maintaining inventory of office supplies. • Managing office supplies stock and place orders. • Preparing regular reports on expenses and office budgets. • Maintaining and update company databases. • Organizing a filing system for important and confidential company documents. • Answering queries by employees and clients. • Updating office policies as needed. • filing documents in their proper locations, such as online document management applications or filing cabinets. • Filing involves keeping documents safe to enable employees to easily access company research material, customer information and financial data. • Controlling and organizing office supplies stock. Scheduling in-house and external events, maintain corporate calendar and book meeting rooms. Managing important and confidential department documents. • Managing department databases.

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