

trends. ●Collaborate with various departments to ensure energy efficiency in all operations. ●Strategic Planning - by providing improved information into the IDP process on current levels of service, risks and future demand, costing strategic options with tariff implications, and coordinated programs;

COMPETENCIES: Planning . Organisational Awareness. Attention to detail
Functional Competencies: Design. Project Management Construction. Operational and maintenance
Public Services Orientation Competencies Interpersonal Relationships Communication Service Delivery Orientation. **Personal Competencies** Action and outcome orientation. Resilience. Change readiness. Cognitive ability. Learning orientation. Accountability. **Management/Leadership Competencies;** Impact and Influence. Team Orientation. Direction Setting. Coaching and mentoring.

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

POSITION	: SECRETARY
SECTION	: ENERGY
REFERENCE	: EN/SEC/02/11/24
REMUNERATION	: In accordance with job level 9-8 of Merafong City Local Municipality (R 262 121.38 - per annum, excluding benefits)

REQUIREMENTS: Grade 12● Computer Literacy: MS Office● 2-5 years or more relevant experience● Good knowledge of Local Government related Legislation and Policies● Valid driver's licence.

RESPONSIBILITIES: Performing reception and secretariat duties and general office administration in the office of the Executive Manager: Energy.● Handling enquires, take messages, schedule appointments and keep the Executive Manager's diary up to date. ● Arranging meetings and take minutes if needed. ● Referring documentation to departmental managers where appropriate.● Providing assistance to the Executive Manager's during absence from the office.● Sorting and distributing correspondence and filling them, sending receiving and distributing fax messages and e-mails to ensure the efficient functioning of the Executive Manager's Office.● Performing any other reasonable tasks as requested by the Executive Manager.

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.