

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

POSITION : SECRETARY
SECTION : OFFICE OF THE MUNICIPAL MANAGER
REFERENCE : MM/SEC/03/11/24
REMUNERATION : In accordance with job level 9-8 of Merafong City
Local Municipality (R262 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 Municipal Manager. • Handling enquires, take messages, schedule appointments and keep the Municipal Manager's diary up to date. • Arranging meetings and take minutes if needed. • Referring documentation to departmental managers where appropriate. • Providing assistance to the Municipal Manager 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 Municipal Manager's Office. • Performing any other reasonable tasks as requested by the Municipal 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.