

Elias Motsoaledi Local Municipality



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P.O. Box 48, Groblersdal, 0470 (near 2nd Avenue Glober and Barlow Street)

Elias Motsoaledi Local Municipality with its seat in Groblersdal Limpopo Province is committed to the achievement and maintenance and equity in employment, especially in respect of race, gender and disability. Suitable candidates are invited to apply for the posts as indicated below.

SECRETARY T7 (X2)

Directorate: Office of the Chief Whip and the Speaker

Remuneration: R127 356, 00 per annum

Minimum Qualifications: Grade 12 • 3 years relevant Diploma • Must be fully computer literate, (Evidence must be attached).

Additional Requirements: Good human relations • Ability to work under pressure • Good communication skills • Relevant clerical/office administration experience.

Responsibilities: Rendering secretariat service to the Director, the Department and the Municipality • Providing support and administrative service to the department in relation to: Procurement in the Department • Accommodation reservation • Flight and car bookings etc.

N.B Candidates will be subjected to typing test.

Please note that each applicant must submit the following: A signed application letter • Comprehensive CV • Certified copies of qualifications • Certified copy of Identity document

Applicants who have not received any response within 30 days of the closing date should regard their applications as unsuccessful. A candidate who canvasses any Council or official for preference will be disqualified immediately from the selection process or from appointment. By responding to this advert you are allowing the Municipality to subject your good self to vetting and any form of screening. The Municipality reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

Applications for the position should be forwarded to: The Human Resource Manager, Mr. L. M Mafiri, P.O. Box 48, Groblersdal, 0470. For further information please contact: The Human Resource Manager: Mr L. M Mafiri, During working hours at tel: (013) 262 3056/7/8/9.

NB: Faxed and e-mailed applications shall not be accepted.

CLOSING DATE: 19 APRIL 2013.

Municipal Manager - Mrs. M.M Mtsweni