



BEAUFORT WEST MUNICIPALITY

EXTERNAL Notice Nr: 154/2021

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference

DEPARTMENT: CORPORATE SERVICES DIVISION: COUNCILLOR SUPPORT

1. EXECUTIVE SECRETARY: EXECUTIVE MAYOR
BURG 1 – WC0530758

2. EXECUTIVE SECRETARY: DEPUTY EXECUTIVE MAYOR
BURG 3 – WC0530950

3. EXECUTIVE SECRETARY: SPEAKER
Speak 1 - WC0530756

T7 (1): R13 182.08 PER MONTH - R158 185.00/ R205 329.00 PER ANNUM

This appointment is for a fixed period which terminates when the term of the current Executive Mayor/Deputy Executive Mayor/ Speaker ceased, or by decision of the Executive Mayor/Deputy Executive Mayor/ Speaker, may be terminated before its end date, due to operational requirements.

Job Purpose:

To enhance the Executive Mayor's/Deputy Executive Mayor's/ Speaker's effectiveness by providing office support and attending to specific office administrative activities associated with preparing and producing of correspondence, circulating/retrieving and safekeeping of documents, communication with visitors, officials and councilors, maintaining, sourcing and making available information pertaining to scheduled activities of the Executive Mayor/Deputy Executive Mayor/ Speaker and attending to arrangements in respect of specific appointments, events and meetings in order to promote the professionalism and executive image of the Office.

QUALIFICATIONS/REQUIREMENTS/EXPERIENCE

- Grade 12/Secretarial Certificate or Equivalent
- * Computer Skills (Word, Excel, Power Point & Internet)
- * Must be tactful in dealing with people
- * Discretion, good judgement ability, adaptable and versatile
- * Initiative, stress tolerance, and customer-service orientation
- * Responsible and organizational skills
- * Diplomatic when required *Confidentiality

Key Performance Areas

- Telephonic Service
- Administration, Typing/Secretarial Duties
- Contact with public and personnel
- Managing general appearance of the office
- Responsible for catering/refreshments and office requirements within the limits of the Budget and in line with the MFMA in the office of the Deputy Executive Mayor.

Benefits:

*Pension-Provident/Retirement and Medical Aid Fund * Ample leave & Sick leave.*

CLOSING DATE: FRIDAY 17 DECEMBER 2021 12:00

NB: Should you not be contacted by us within 3 months, please assume that your application has not been successful. Certified copies of documentation of qualifications/valid drivers' licenses must be attached as proof to be considered. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment.

NO APPLICATIONS VIA FAX OR E-MAIL WILL BE ACCEPTED.

Full particulars and prescribed application forms can be obtained from **mr. Adriaan Duimpies, ms. Imelda F Dourie** at telephone **023-4147549/8190**. Completed applications should be sent to or handed in at -
The Municipal Manager, Private Bag 582, Beaufort-West, 6970

Municipal Office
112 Donkin Street
Beaufort West
6970

MJ PENXA
MUNICIPAL MANAGER

2021-11-25