



## HARRY GWALA DISTRICT MUNICIPALITY

**"Together We Deliver and Grow"**

**OFFICE OF THE MUNICIPAL MANAGER**

40 Main Street, Private Bag X501, IXOPO 3276

Tel: (039) 834 8754 Fax: (039) 834 1701

Email: [kunenes@harrygwaladm.gov.za](mailto:kunenes@harrygwaladm.gov.za)

### **CORPORATE SERVICES DEPARTMENT TEMPORARY APPOINTMENT ADVERTISEMENT**

**EXECUTIVE SECRETARY: CORPORATE SERVICES (3 MONTHS)**

**REF NO: COP M 5/5/4/2/2**

**SALARY GRADE (T7) R20 079,05 per month (all inclusive)**

#### **JOB REQUIREMENTS**

- Grade 12/ Matric certificate.
- NQF Level 5 (1 year certificate) in Secretarial/Administration/ Public Administration or a relevant qualification.
- Computer literacy in Microsoft Software packages.
- 1-2 years' experience in Secretariat and Administration experience.

#### **KEY PERFORMANCE AREAS**

- Schedule, confirm and update the diary of the Executive Director: Corporate Services and alert or indicate priority/ urgent meetings requiring attention.
- Organise, confirm, and schedule meetings/ appointments with internal departments/ external officials, arrange the venue and attend to catering/ refreshments requirements.
- Copy, type, and format documents/ reports and creates presentations using word processing and related office applications.
- Update the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/ or seeking information and approval of and communicating response established for specific/ or routine matters.

- Prepare notification, agendas, and minutes for specific meetings (Corporate Services) and attending to the distribution and/ or arranging for the collection of documentation prior to scheduled meetings.
- Peruse Corporate Services agenda and minutes of meetings and identifying with items associated with the Section's activities requiring the attention of the Executive Director: Corporate services.
- Reference source documentation, reports and/ or instructions using alpha-numeric sequential codes, to facilitate retrieval.
- Update files inserting current and relevant information and seeking approval on the destruction of old or outdated correspondence/ documentation.
- Retrieve supporting documentation and records to facilitate and support query resolution.

**Enquiries should be directed to Human Resources Unit on 039-834 8756/5504/8752/. No faxed or emailed applications will be accepted.**

**Applications must be submitted with a signed Application Form which can be found on our website [www.harrygwaladm.gov.za](http://www.harrygwaladm.gov.za) accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications, Identity document and driver's license must be addressed to the Municipal Manager for Attention: Mrs T.T Thiyane-Magaqa, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276, or can be hand delivered at 40 Main Street, IXOPO, 3276, to reach us no later than 15H00, 25 JUNE 2024**

**Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.**

**NB: proof of canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.**

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates have been identified.

N.B applications that are submitted without Harry Gwala District Municipality application form will not be considered.



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**Confirmation of a Post**  
**Mrs. TT Thiyane-Magaqa**  
**Executive Director: Corporate Services**



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**Confirmation of a Budget**  
**Mr. KMB Mzimela**  
**Chief Financial Officer**



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**Approval of an Advert**  
**MR G/M SINEKE**  
**MUNICIPAL MANAGER**