



LAINGSBURG MUNICIPALITY
EXTERNAL VACANCY
NOTICE NUMBER 161/2024

EXECUTIVE SECRETARY: MUNICIPAL MANAGER
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
PERMANENT

SALARY SCALE: Post Level T8: R207 996,00-R269 964,00 per annum
Additional Benefits: Medical aid (optional), Pension, 13th cheque

REQUIREMENTS

- Grade 12
- Personal assistant, senior/executive secretary or relevant secretarial certificate will be an added advantage
- 5-8 years relevant experience with supervisory experience

SKILLS & KNOWLEDGE REQUIRED

- Computer literacy (MS Office Applications)
- Proficiency in at least two of the official languages of the Western Cape (read, write and speak)
- Good human relations, interpersonal, organizational and communication skills
- High level of responsibility
- Ability to work under pressure
- Performs complex administrative functions which requires specialized knowledge
- Operates under limited supervision

KEY PERFORMANCE AREAS

- Perform specific tasks/activities associated with the provision of administrative and secretarial support
- Maintains the executive correspondence/information and recordkeeping system and accesses records of discussions, instructions and correspondence
- Performs tasks associated with the provision of a reception/telephonist service in the Office of the Municipal Manager
- Performs tasks associated with provision of word processing and related office support
- Report and interact with various institutions/persons

The Competencies level for this position is an Administrative level 3 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"> • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising 	<ul style="list-style-type: none"> • Business Processes • Use of Technology • Data Processing and Analysis 	<ul style="list-style-type: none"> • Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus 	<ul style="list-style-type: none"> • Action Orientation • Resilience • Change Readiness • Cognitive ability • Learning orientation 	<ul style="list-style-type: none"> • Impact and Influence • Team Orientation • Direction Setting • Coaching and Mentoring

CLOSING DATE: 14 JANUARY 2025 @ 12:00 PM

Please note:

- By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Originally completed applications, accompanied by originally-certified true copies of qualification certificates as well as required driver's licences.
- Professional Driver's Permits and registration certificates from professional bodies, where applicable.
- Receipt of applications will not be acknowledged and no supporting documents will be returned,
- **ONLY** certified hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
- Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Laingsburg Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (Three) months of the closing date, please regard your application as unsuccessful. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

Application must be made on the official application form of the Laingsburg Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity document (not older than three (3) months) as well as particulars of at least three recent contactable references, and must be submitted to: **The Municipal Manager, Private Bag X4, Laingsburg, 6900 or hand deliver applications at Laingsburg Municipality Offices at 2 Van Riebeeck Street, Laingsburg, at Department Corporate Services on or before the closing date.**

This position is located at the Laingsburg Municipality offices.

Administrative enquiries should be forwarded to Human Resources, **Ms Noeline Gouws at (023) 5511 019**


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JAFTHA BOOYSEN
MUNICIPAL MANAGER
19 December 2024

Municipal Offices
Private Bag X4
LAINGSBURG
Tel: 023 5511 019