

**EXTERNAL ADVERT**

**MASILONYANA LOCAL MUNICIPALITY**

Masilonyana Local Municipality with its head office in Theunissen is an equal opportunity employer committed to the promotion of equality. The municipality hereby invites application from suitably qualified candidates for the following position:

**CORPORATE SERVICES**

**SECRETARY TO THE DIRECTOR CORPORATE SERVICES**

**Requirements**

- NQF level 4 and related secretarial / computer qualification
- 2 years relevant experience;
- Advance computer literacy;
- To perform high standard of work to the Director Corporate Services as well as to the public;
- Sound human relations and communication, negotiation and presentation skills;
- Be creative and analytical thinking;
- Ability to work under pressure.

**Main Duties**

- Act as Secretary to the Director Corporate Services to ensure the efficient and effective operation of the Corporate Services office;
- Handle all telephone calls to Director Corporate Services, taking of messages and arranging for queries to be attended to;
- Typing of reports for Director Corporate to be tabled at the Senior Management meetings;
- Handling all incoming and outgoing post and e-mails, marking it out to the relevant destinations and see that the Director Corporate Services notes the incoming mail;
- Reception for public to see the Director Corporate Services, and the proper courteous reception of all visitors;
- Monitor attendance registers and telephone accounts;
- Monitor incoming and outgoing mail and calls;
- Any other related duties as and when required.

**Salary: Level 6**

Please send your **CV together with certified copies of your qualifications to:**

The Municipal Manager  
Masilonyana Local Municipality  
P O Box 8  
THEUNISSEN  
9410

**Closing Date: 14 January 2015**

Enquiries may be directed to **Mr D. Nthau (Director Corporate Services)** at telephone number (057) 733 0107 during office hours.

Certified copies of highest educational qualifications must accompany applications.

**NB: Please note that if you do not receive any correspondence from this organization, regarding your application, within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.**

**TOGETHER WE WILL SUCCEED**

**S.S MTAKATI**  
**MUNICIPAL MANAGER**

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