

SIYATHEMBA MUNICIPALITY



EXTERNAL ADVERTISEMENT

The Siyathemba Municipality is an equal opportunity representative employer.

The Municipality invites applicants with the necessary qualifications for the following opportunities within the Department for the office of the Director Corporate Services at the central office in Prieska.

OFFICER ADMINISTRATIVE (SECRETARY TO DIRECTOR CORPORATE SERVICES) (X1 Post)

DEPARTMENT: CORPORATE SERVICES

JOB REQUIREMENTS

- Secretarial/ Public Administration Diploma - NQF Level 6 (Law qualification at NQF Level 7 will be an added advantage)
- Computer Literacy- Office Applications
- 2 Years

KEY RESPONSIBILITIES

- Taking minutes in meetings, maintaining the Director's diary, and arranging meetings.
- Handling correspondence:
- Managing all incoming and outgoing mail and emails, ensuring efficient flow of information, and following up on correspondence.
- Office administration:
- Performing administrative tasks like filing, typing, photocopying, and faxing.
- Logistics and event planning:
- Preparing logistics for meetings, arranging venues, accommodation, and other necessary arrangements.
- Secretarial Support:
- Telephone management:
- Handling all telephone calls to the Director, taking messages, and ensuring queries are addressed promptly.
- Report preparation:

- Typing reports for the Director to be presented at meetings, ensuring reports are well-organized and accurate.
- Record management:
- Maintaining records and files, ensuring compliance with regulations, and managing information effectively.
- Coordination of internal and external communications:
- Facilitating communication between the Director, staff, and external stakeholders.
- Other Responsibilities:
- Reception duties:
- Providing a welcoming and courteous reception for visitors to the Director.
- Attendance and communication:
- Monitoring attendance registers and ensuring accurate communication across the office.
- Support for strategic initiatives:
- Assisting the Director in implementing and managing strategic goals and policies, and providing administrative support to various departments.
- Compliance and policy adherence:
- Ensuring the office complies with relevant regulations, policies, and procedures.

SALARY

- T-Scale 7 (Notch 1-12) R226 661.40 – R294 229.56 per annum, negotiable.

The successful candidate will report directly to the Municipal Manager. The incumbent will be required to sign a Job Description. A comprehensive CV with certified copies should be forwarded to the Director Corporate Services. Enquiries should be directed to **Mr MM Kubeka: – Tel (053) 492 3306.**

Application should be directed to the following address: **Victoria Street, Prieska, 8940**

CLOSING DATE for applications is 27 June 2025, at 12h:00, No faxes or email will be considered.

NOTICE NO.: 24/2025

Date: 15 June 2025



MUNICIPAL MANAGER
TI VAN STADEN
VICTORIA STREET
PRIESKA
8940