



JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

EXECUTIVE SECRETARY: EXECUTIVE MAYOR'S OFFICE
(Fixed term contract linked to executive Mayor's term of office)

Remuneration: R321 660.54 (All inclusive)

Requirements:

- At least three years relevant post matric qualification;
- At least three years of middle management experience;
- Highly proficient in Ms Office (Word, Excel, Power point and Outlook);
- Ability to communicate with all individuals including Senior Management;
- Strong communication (Verbal & written);
- Ability to use own initiative and work in a proactive matter;
- High level of integrity and credibility in keeping the values of JTGDM,
- Ability to multi-task effectively and with confidence;
- Excellent organization and administration skills;
- Self-motivated and paying attention to details;

Key Performance Areas:

- Managing the diary of the Executive Mayor, making sure that the Executive Mayor's priorities are aligned to the IDP of the Municipality;
- Drafting of memo to respond to the Executive Mayor's mails;
- Coordinating the Executive Mayors meetings with internal and external stakeholders, minutes taking and distribution, filing and sent them out within 7 days after the meetings,
- Provide general administration responsibilities:
 - Responding to calls in the Executive Mayor's office;
 - Effective filing of all documents (confidentiality);
 - Receiving and forwarding emails of the Executive Mayor to the relevant HoD's;
 - Bookings of accommodation for the External and Mayoral Committee members;
 - Prepare for the Executive Mayor's meetings: arrange venues and refreshments where necessary;
- Coordinate IGR meetings (Political and Administration);
- Preparing presentations for the Executive Mayor when required;
- Compile quarterly Back to Basics reports and other reports (B2B) for the Executive Mayor;
- Manage attendance register for the Political Office;
- Ensure own punctuality, time management, efficiency, meeting of deadlines and prioritise work from various Sub-units in the political office,
- Prepare agendas and minutes on time for TROIKA, chairperson's forums etc,
- Ability to coordinate all critical activities in the political office: PPP and the Speaker's programmes.

Conditions:

1. Each applicant must submit the following:
 - A signed application letter;
 - A comprehensive CV;
 - Certified copies of qualifications, ID & Driver's Licence
 - Transcripts of the professional qualifications.



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2. All shortlisted applicants shall be subjected to security vetting rigorous verification of qualifications and references as well through evaluations and the establishment of possible and criminal records;
3. No faxed or e-mailed applications will be accepted;
4. The Municipality reserves the right at all times not to appoint.
5. No late applications will be considered.
6. Applications for all this position should be forwarded to:

The Municipal Manager, John Taolo Gaetsewe District Municipality, P.O. Box 1480, Kuruman or hand-delivered to 4 Federale Mynbou street, Kuruman, on or before the **19 August 2016 at 16h00**.

Please note: If you have not heard from us within 30 days from closing date, please accept that your application was unsuccessful.

Mrs MP Bokgathile
Municipal Manager

