



# JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

## EXECUTIVE SECRETARY: SPEAKER'S OFFICE (Fixed term contract linked to Speaker'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;
- Knowledge of the political environment in which the municipality is operating.

### Key Performance Areas:

- Managing the diary of the Speaker, making sure that the Speaker's priorities are aligned to the IDP of the Municipality;
- Drafting of memo to respond to the Speaker's mails;
- Ability to coordinate all critical activities in the political office: PPP and the Speaker's programmes;
- Manage the activities of the Speaker and all Councillors;
- Develop council Outreach for the Council Programme, prepare information with communication and Public Participation unit
- Prepare the Speakers B2B reports quarterly for Council;
- Provide Councilors Support, in terms of administration(travelling arrangements and accommodation);
- Making sure that Council agendas are distributed on time to Councilors.

### 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.
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:



# JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

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 Bokgwathile  
Municipal Manager**

