

**SECRETARY**

**Ref no: CS-LA-SEC1**

**DEPARTMENT: CORPORATE SERVICES**

**Division: Legal and Administration**

Applications are herewith invited from suitable candidates for the above post at Drakenstein Municipality, an employer that promotes affirmative action.

**POST PURPOSE:**

To render a secretarial and related administrative service to the Head of the Department.

**SELECTION REQUIREMENTS FOR THE POST:**

Grade 12

Secretarial Diploma, or relevant local government qualification.

**Other requirements/skills**

Computer literacy (MS Word, e-mail, Excel, Document Management)

Good communication and interpersonal skills

Telephone etiquette

Fluent in two of the official languages of the Western Cape.

Must maintain confidentiality.

**EXPERIENCE:**

1 year relevant experience

**SALARY SCALE:**

**TASK LEVEL 6 - Basic salary per annum is R130 192.72 – R168 999.38. (Excluding pension fund contributions, medical aid contributions and other applicable benefits)**

**Note: Proof of Qualifications are required for assessment. (Clear copies of certified qualifications must be attached)**

The requirements of the Employment Equity Act will be considered for this position, but will not be the only criteria applied.

A service bonus equal to one month's salary is payable and normal fringe benefits related to Local Authorities including a housing allowance for home owners and is subject to certain conditions.

**Note: Canvassing with Councillors or any members of the Appointments Committee is not permitted and will automatically disqualify applicants.**

Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.

Your application can be submitted via email to: [corporatejobs@drakenstein.gov.za](mailto:corporatejobs@drakenstein.gov.za)

For submission of hardcopies, application forms can be obtained from the Human Resources Offices, PO Box 1, Berg River Boulevard, Paarl 7622, telephone numbers: 021 807 4508/ 021 807 6318/021 807 6253 / 021 807 4597(Mondays to Fridays from 10:00 until 15:00). There will be no forms issued from 12:45 to 13:45. **No fax copies of application forms will be accepted.** Clearly indicate the reference number for the post you are applying for on the application form. Your fully completed application form must be accompanied by your CV (not more than 5 pages) when handing it in.

Please note that no CV's will be returned on the applicant's request, therefore please do not send us your original certificates.

**NB: If you are not contacted within three (3) months after the closing date, please note that you were unsuccessful. No further correspondence will be given to you in this regard.**

**NB: Candidates that arrive late for interviews will be disqualified.**

**Closing date for emailed applications: 04 January 2019 at 23h59**

**Closing date for hardcopies: 04 January 2019 at 15h35**

**CITY MANAGER**