



DR JS MOROKA LOCAL MUNICIPALITY

Hereby invites applications from experienced, qualified, innovative, committed, energetic individuals to fill the under-mentioned positions:

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

1. POST: PERSONAL ASSISTANT: EXECUTIVE MAYOR

(Term of Office of this position is aligned with the current Executive Mayor's term in Office or the Current term of Council that will end in 2026. Whichever comes first)

SALARY: R 541 382, 84 per annum, excluding benefits (Task Grade 15/1)

REQUIREMENTS: Grade 12. National Diploma in Public Administration/Management or Social Sciences, or any accredited Secretarial Diploma (e.g., Management Assistant). At least 3 years' experience in a secretarial related position. Must have good understanding of the organization's objectives, proven office management and operational skills, strong problem solving and decision-making capabilities and attributes. Ability to work independently and without supervision. Ability to prioritize and remain calm and focused while working under pressure. Good communication skills. Computer literate, preparedness to work long hours and a valid driver's license.

RESPONSIBILITIES: Managing the Executive Mayor's diary especially on social and business appointments. Developing and monitoring systems and procedures in the Office of the Executive Mayor. Assist the Executive Mayor towards achieving his/her office goals. Creating sustainable positive relationship between the Office of the Executive Mayor, the public, administration and other political offices. Taking care of the Executive Mayor's needs whenever necessary such as travelling with the Executive Mayor so as to provide assistance during and after the trip. Assisting the Executive Mayor with IT equipment connections and any other required equipment devices during presentations. Taking telephone calls and other messages in and outside the office when the Executive Mayor is busy with official activities. Mobilising and managing resources in the Office of the Executive Mayor. Managing the office budget. Responding to the Executive Mayor's correspondence on his/her behalf. Commissioning work on behalf of the Executive Mayor. Taking minutes in meetings chaired by the Executive Mayor and following up on the resolutions of meetings.

2. POST: EXECUTIVE SECRETARY: EXECUTIVE MAYOR

(Term of Office of this position is aligned with the current Executive Mayor's term in Office or the Current term of Council that will end in 2026. Whichever comes first)

SALARY: R 236 068, 55 per annum, excluding benefits (Task Grade 09/1)

REQUIREMENTS: Grade 12, Secretarial qualification (e.g., Management Assistant). At least 2 years' experience in a secretarial related position. Computer Literacy (excellent typing skills), e.g. Microsoft Word, Excel & PowerPoint. Good Communication, Interpersonal & Administrative Skills, Ability to work under pressure. Secretarial Diploma (NQF level 6) or suitable tertiary qualification and background knowledge of Local Government operation will be an added advantage.

RESPONSIBILITIES: Managing the Executive Mayor's diary. Making appointments. Responsible for administrative duties such as filling and shredding of obsolete confidential correspondences. Capturing of the minutes. Accepting invitations and handling RSVP's for functions on behalf of the Executive Mayor. Taking telephonic messages, travel and accommodation for both domestic and international bookings. Assisting with events management preparations. Perform any other task that the Office of the Executive Mayor may assign from time to time.

3. POST: SECRETARY: COUNCIL WHIP

(Term of Office of this position is aligned with the current Council Whip's term in Office or the Current term of Council that will end in 2026. Whichever comes first)

SALARY: R 236 068, 55 per annum, excluding benefits (Task Grade 09/1)

REQUIREMENTS: Grade 12, Secretarial qualification (e.g., Management Assistant). At least 2 years' experience in a secretarial related position. Computer Literacy (excellent typing skills), e.g. Microsoft Word, Excel & PowerPoint. Good Communication, Interpersonal & Administrative Skills, Ability to work under pressure. Secretarial Diploma (NQF level 6) or suitable tertiary qualification and background knowledge of Local Government operation will be an added advantage.

RESPONSIBILITIES: Managing, scheduling, confirming and updating the diary of the Council Whip and alerting or indicating priority/urgent meeting requiring attention. Organising, confirming and scheduling meetings/ appointments with internal departments and external stakeholders. Making appointments. Arranging travelling logistics for the Council Whip. Perusing Council and Committee agenda and minutes of meetings and identifying the items requiring the attention of the Council Whip. Maintaining and accessing records of discussions, instructions and correspondences. Screening all calls and visitors. Take messages and return calls on behalf of the Office. Receiving and communicating with guests, complaints and /or members of the public. Attending to filling of confidential/general documentation and correspondences. Performing administrative activities associated with operation of documents and correspondences for circulation. Perform any other task that the Office of the Chief whip may assign from time to time.

DEPARTMENT: ADMINISTRATION & CORPORATE SERVICES

4. POST: SENIOR HR OFFICER: RECRUITMENT & SELECTION

SALARY: R 370 442, 86 per annum, excluding benefits (Task Grade 12/1)

REQUIREMENTS: Grade 12, N-Diploma in Human Resources Management/Development, Public Administration/Management, Labour Relations or relevant qualification at NQF level 6. Minimum of 3 years' experience in Human Resources, preferably in Recruitment, selection and appointment. Good understanding of human resources practices and systems, policies, applicable legislation and Collective Agreements. Valid Code B Driving Licence.


RESPONSIBILITIES: Coordinates activities associated with filling of vacant positions in compliance with the Council Recruitment & Selection Policy and other applicable laws. Develops a recruitment process plan for every advertised positions. Coordinates capturing and/or provide quality check on the developed master list or schedule of applicants. Attend to all logistics related to the selection/shortlisting and interview processes. Coordinates the creation of newly appointed employee files and submit information to Conditions of Services unit for payroll purposes. Monitors job management function on the HR Premier system. Oversee Employment Equity processes and targets as per the Employment Equity Act. Render job evaluation responsibilities. Serve as a custodian of the organisational structure. Handle administrative enquiries regarding advertised vacancies.

5. POST: SENIOR ADMIN OFFICER: TECHNICAL SERVICES (BASED IN MATSHIDING)

SALARY: R 370 442, 86 per annum, excluding benefits (Task Grade 12/1)

REQUIREMENTS: Grade 12, **N-Diploma** in Office Management or relevant administrative qualification at NQF level 6. Minimum of 2 years' relevant experience in administration. Computer literacy. Valid Code B Driving Licence.

RESPONSIBILITIES: Coordinates and maintaining the efficiency and quality of procedural applications with respect to the implementation of incoming, circulation and outgoing correspondences. Attending to and reporting the adequacy of office administration and Information Technology systems, procedures and controls and recommending new approaches address administrative requirements. Receiving queries on administrative matters and communicating/ referring to relevant personnel for attention and feedback.

Note: Employment Equity candidates are encouraged to apply as the Municipality seek to achieve its employment equity targets. 

Security clearance (vetting) will be conducted on all successful candidates.

No faxed or emailed applications will be considered. The selection process will be influenced by the municipality's Employment Equity Principles. Please note that correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within six weeks after the closing date should assume that their applications were unsuccessful.

The Municipality reserves the right not to make any appointment.

To apply: use a prescribed application form (its available on the website titled “**application form for employment**” at www.moroka.gov.za or municipal offices), accompanied by certified copies of qualifications, ID document, (not older than six months), and a detailed CV, must be addressed to: The Acting Municipal Manager, Dr J.S Moroka Local Municipality, Private Bag X 4012, Siyabuswa, 0472. Applications can also be hand delivered in our Head office at: A2601/3 Bongimfundo Street, Siyabuswa.

For More information – Human Resources (013) 973 1101 / 1390.

Closing date: 18 March 2022.

**B.M MHLANGA
ACTING MUNICIPAL MANAGER**