

BLUE CRANE ROUTE MUNICIPALITY
NOTICE NO.07 /2017

BLUE CRANE ROUTE MUNICIPALITY INVITES SUITABLE AND EXPERINCED
CANDIDATES TO APPLY FOR THE FOLLOWING VACANCIES IN THE
COMMUNITY SERVICES DEPARTMENT

INTERNAL

1 X SECRETARY

BCRM is seeking services of a highly motivated, dependable, trustworthy and alert individual to perform numerous general office and computer related functions to ensure smooth running operations of the office of Community Services Department. The individual will play a role of personal assistant to the Director Community Service and provide secretarial support to the rest of the staff in the office.

Key Responsibilities:

- Manage, organize and maintain the Director's time calendar, scheduling and reminding him/her of appointments.
- Make travel and accommodation arrangements for the Director and staff.
- Arrange for any material required by the office and meetings (i.e diaries, documentations, presentations, print-outs, memo's, etc)
- Receive and timeously distribute relevant information to/from internal and external sources by telephone, email, letters, memorandums and in person.
- Maintain office supplies and keep record of stock inventory (i.e printing papers, ink, stationary, cleaning materials, etc).
- Make bookings and update records of all bookings at Berstershook chalets to ensure smooth running of the facility.
- Assist public with completion of burial register.
- Attend to enquiries from both internal and external customers.
- Prepare time sheets and other relevant documentation for the payment of salary and casual wages.
- Typing of all office documentation as per standard operating procedures.
- Filing and retrieval of documents through approved reference filing system.

Requirements

- Matric plus three (3) years' secretarial course.
- Computer Literacy (word, PowerPoint, Excel, etc)
- Minimum four Years' relevant experience.
- Must be able to take minutes in meetings.
- Must be able to speak, read and write at least two (2) South African Languages (English being one (1) of them).

SALARY: R103 073 .00 to R133 804.00 p.a. Task Grade 6 of Category 3 Local Authority

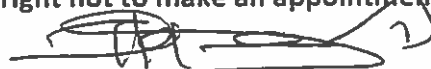
To apply, please send your C.V, qualifications, valid I.D. Document and Municipal Application Form (including details of at least 3 contactable references) to the ***Senior Human Resources Officer, P.O Box 21, Somerset East, 5850***. For enquiries please contact the Senior Human Resources Officer on telephone no. 042 2431 333

Applications should reach the above by not later than 17 February 2017

Please note that no late applications will be considered. No faxes will be accepted. If you have not heard from us within 30 days of the closing date please accept that your application has been unsuccessful; Candidates wishing to have their C.V's returned should provide a self – addressed envelope with the required postage stamps; Canvassing with Councilors or any other decision maker is not permitted and proof thereof will result in disqualification, Fraudulent qualifications or documentation will immediately disqualify an applicant.

Candidates from designated groups in terms of the Employment Equity Act are encouraged to apply. The Blue Crane Route Municipality reserves the right not to make an appointment.

SOMERSET EAST
10 February 2017



THABISO KLAAS
MUNICIPAL MANAGER

09/02/2017