

MALUTI-A-PHOFUNG LOCAL MUNICIPALITY



NOTICE NO 59/2011

Maluti-a-Phofung hereby invites the application for the following positions:

Applications are hereby invited from competent bilingual persons for appointment in the below mentioned vacancies.

SECRETARY TO THE MAYORAL COMMITTEE MEMBERS

Requirements:

- Grade 12 or Equivalent
- Computer Literacy
- Communication skills
- Relevant Secretarial / Administrative experience (2-5 years)

Core responsibilities:

1. Scheduling, conforming and updating the diary of the Mayoral Committee meetings, Portfolio Committee meetings and alerting or indicating priority/urgently meetings requiring attention.
2. Organising, confirming and scheduling meetings / appointments with Councillors.
3. Copy, typing and formatting documents/ reports and creates presentations using word processing and related office applications
4. Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and / or seeking information and approval of and communicating response established for specific / or routine matters.
5. Attending to the distribution and / or arranging for the collection of documentation prior to scheduled meetings.
6. Attending to telephonic calls and visitors to the Mayoral Committee members, establishing nature of visit and directs requests to appropriate personnel.

Remuneration:

5 Years contract.

GENDER CO-ORDINATOR

Requirements:

- Grade 12 or Equivalent
- Computer Literacy
- Communication skills
- Relevant Secretarial / Administrative experience (2-5 years)

Core responsibilities:

1. Develop, implement and maintain gender strategies, policies and programme.
2. Liaise with Stakeholders.
3. Co-ordinate and priorities activities and gathering of the Local Gender Committee.
4. Arrange / assist with arrangements with regard to social events
5. Deal with general administrative matters
6. Report on gender issues to the Executive Mayor.
7. Perform duties and functions that are not specifically included above but are necessary to achieve the Municipality's overall objectives.

Remuneration:

5 Years contract.

SECRETARY TO WOMEN, CHILDREN AND PEOPLE WITH DISABILITIES

Requirements:

- Grade 12 or Equivalent
- Three Years tertiary qualifications
- Computer Literacy
- Communication skills
- Relevant Secretarial / Administrative experience (2-5 years)

Core responsibilities:

1. Co-ordinate and facilitate the implementation of gender strategies, policies and legislation within the municipal area.
2. Develop, implement and maintain gender strategies, policies and programme.
3. Liaise with Stakeholders.
4. Co-ordinate and priorities activities and gathering of the Local Gender Committee.
5. Arrange / assist with arrangements with regard to social events
6. Deal with general administrative matters
7. Report on Human, Children and people with disabilities issues to the Manager.
8. Perform duties and functions that are not specifically included above but are necessary to achieve the Municipality's overall objectives.

Remuneration:

5 Years contract.

**MANAGER: WOMEN, CHILDREN AND PEOPLE WITH
DISABILITIES****Requirements:**

- Grade 12 or Equivalent
- Three Years tertiary qualifications
- Computer Literacy
- Communication skills
- Relevant Secretarial / Administrative experience (2-5 years)

Core responsibilities:

1. Co-ordinate and facilitate the implementation of gender strategies, policies and legislation within the municipal area.
2. Develop, implement and maintain gender strategies, policies and programme.
3. Liaise with Stakeholders.
4. Co-ordinate and priorities activities and gathering of the Local Gender Committee.
5. Arrange / assist with arrangements with regard to social events
6. Deal with general administrative matters

7. Report on gender issues to the Executive Mayor / Chairperson of the Portfolio.
8. Perform duties and functions that are not specifically included above but are necessary to achieve the Municipality's overall objectives.

Remuneration:

5 Years contract.

SECRETARY TO HOTLINE UNIT

Requirements:

- Grade 12 or Equivalent
- Computer Literacy
- Communication skills
- Relevant Secretarial / Administrative experience

Core responsibilities:

1. The employee shall be expected to satisfactorily carry out all the tasks and duties associated with the position. The employee agrees and undertake to obey reasonable and lawful orders and instructions from the office of the Executive Mayor.
2. The employee confirms that he/she is capable and competent to perform the duties for which he/she has been employed, and that he/she has the necessary skills and knowledge to perform competently and to the satisfaction of the employer.
3. To handle and respond to public inquiries:-
 - Symptom of failure in service delivery
 - Response to phone calls / letters received seeking assistance with inaccessible govt services.
4. To focus on providing research services correspondence management and Hotline service:
 - Capacity for immediate response with back up from SITA & GCIS
 - Training of call centre agents and correspondence managers.
5. In addition to receiving letters and e-mail from the public, also to enable hotline to be accessible.
6. To follow complain and queries through all channels unit they receive attention they deserve.

Remuneration:

5 Years contract.

CLOSING DATE: 08 September 2011

Applications should be submitted to:

**The Municipal Manager
Maluti-a-Phofung Municipality
Private Bag X805
WITSIESHOEK
9870**

For administrative enquiries please contact Mr N.K Rens at (058) 718 3734 / 718 3747.

Applicants are advised that if they have not heard from us within 30 days from date of closure, they should accept that their applications were not successful.

Maluti-a-Phofung subscribes to the principles of Employment Equity and Affirmative Action. Appointments will be made in terms of Maluti-a-Phofung Municipality Employment Equity Policy.

**RS KAU
MUNICIPAL MANAGER**