



BLUE CRANE ROUTE MUNICIPALITY (EC102)

NOTICE 02/2021

THE BLUE CRANE ROUTE MUNICIPALITY INVITES SUITABLE AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING TWO (2) VACANCIES IN THE OFFICE OF FINANCIAL SERVICES.

EXTERNAL

1 X SECRETARY TO THE DIRECTOR: FINANCE / CFO :-

(SALARY SCALE: R133 983.00 per annum Task Grade 6 level 1 category 3 local authority)

The municipality is looking for a committed and suitable qualified person to fill the above-mentioned position. The successful candidate will report to the Director: Finance / CFO.

REQUIREMENTS AND COMPETENCIES:

- Matric / Grade 12
- A post-matric qualification in office admin / secretarial management / management assistant will be an added advantage
- Computer Literacy (Word, Excel and PowerPoint)
- 2 year in a secretarial / personal assistant capacity
- Self-motivated and work independently and able to handle and prioritize many tasks at the same time
- Excellent people skills
- Communication and interpersonal relations
- Keeping Minutes

Key Responsibilities

- 1) Scheduling, confirming and updating the diary of the CFO and alerting or indication priority urgent meetings requiring attention.
- 2) Update the CFO's calendar, liaising between the Offices of the Municipal Manager and the Director: Corporate Services and the Mayor.
- 3) Manages the content of emails and follows up on urgent emails to ensure they are actioned accordingly by the CFO.
- 4) Screens telephone calls and takes messages, and directs messages to the correct role players in a professional manner.
- 5) Types up business letters, memorandums and general correspondence both internally and externally, copying, typing, formatting documents/ reports and creates presentations using word processing and related office applications.
- 6) Assist in ensuring monthly reports are submitted timeously and evidence is filed.
- 7) Reviews electronic filing system on a regular basis.
- 8) Updating files inserting current and relevant information and seeking approval on the destruction of old / outdated correspondence / documentation.
- 9) Preparing notifications, agendas and minutes for specific events and attending to the distribution and / or arranging for the collection of documentation prior to scheduled meetings.

- 10) Compile the Attendance Registers of the Sections within the Finance Department and make sure it is completed and signed by all relevant officials and filed accordingly.
- 11) Process the Reports for Overtime Claims, etc. to be signed-off by the CFO for processing by the Office of Payroll/Wages.
- 12) Assists CFO to monitor delivery of key tasks and implementation of resolutions from Council, Council Committees, etc. meetings as well as ensuring governance and compliance.
- 13) Coordinates stationery requirements for the Unit to ensure sufficient stationery is available at all times.
- 14) Assists with other administrative duties as and when required.
- 15) Updating the finance department's quarterly POE files with supporting documentation.

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Detailed job descriptions are available at the Human Resources section and the duties above are not an exhaustive list of responsibilities.

To apply, please send your C.V, certified copies of your qualifications, Blue Crane Route Municipal Standard Application Form (available on the website: www.bcrm.gov.za , I.D copy, and a covering letter (including details of at least 3 contactable references) to the Corporate Services, HR Section, P.O Box 21, Somerset East, 5850 or hand-delivered to 88 Nojoli Street, Somerset East, 5850.

For enquiries please contact the Senior Human Resources Officer Mr. L. Mqota at 042 243 6400.

Applications should reach the above by not later than Thursday, 28 January 2021 at 12:00

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 Councillors 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.



**MR THABISO KLAAS
MUNICIPAL MANAGER
14 January 2021**