

BLUE CRANE ROUTE MUNICIPALITY



Blue Crane Route Municipality

VACANT POSITION

EXTERNAL - LOCAL

NOTICE 68/2026

DIRECTORATE: CORPORATE SERVICES

TASK GRADE 7

1X EXECUTIVE ASSISTANT ; DIRECTOR CORPORATE
SALARY SCALE: R216 245.88– R280 718.88 PER ANNUM

MINIMUM REQUIREMENTS: Secretarial/ Public Administration Diploma NQF Level 6 • Computer Literacy • Office Applications • 1 year experience in local government.

KEY PERFORMANCE AREAS: • Copy typing and formatting documents/ reports and creates presentation using word processing and related office application • Updating the correspondence register inserting references 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. Registering all requests for travelling on official visits and verifying that authorization has been granted for said travel • Updating the travel and accommodation correspondence register inserting reference numbers and details of travel arrangements • Undertaking the booking of travel (flight, vehicle hire, ect.) and accommodation with authorized service providers through the provision of the relevant official's personal details and requirements • Verifying the booking details and checking dates and times are correct • Providing the relevant officials of details of travel and accommodating (e.g voucher numbers, reference numbers, food preferences, etc) through written correspondence and verifying that details are correct • Creating of travel and accommodation order numbers and submitting to the expenditure section for further processing • Updating files inserting current and relevant information and seeking approval on the destruction of old or outdated correspondence/ documentation • Retrieving supporting documentation and records to facilitate and support query resolution.

All applicants with Curriculum Vitae, certified copies of Educational certificates, Blue Crane Route Municipal Application form which can be obtained on the BCRM website (www.bcrm.gov.za), copy of South African identity Document and a covering letter for the position you are interested in should be forwarded to: The Corporate Services Department, Blue Crane Route Municipality, PO Box 21, Somerset East 5850 or hand delivered at 88 Nojoli Street, Somerset East.

NB: Applications can be emailed to 1recruitment@bcrm.gov.za

Black male /femals, Coloured male/ females, White male /females are encouraged to apply
Enquiries: Mr L. Mqota (042) 243 6400

Closing date: 23 October 2026 @16.30PM

Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Blue Crane Route Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender, and disability. The Municipality reserves the right to approve or decline the appointment.


MR MP NINI
MUNICIPAL MANAGER

14/10/2026
DATE

