



MOHOKARE
LOCAL MUNICIPALITY



P. O. Box 20, Zastron, 9950
Tel: 051 673 9600
Fax: 051 673 1550
E-mail info@mohokare.gov.za
www.mohokare.gov.za

Mohokare Local Municipality subscribes to the principles of the employment equity act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.

Applications are invited from suitably qualified persons to fill the following position.

ADMINISTRATIVE SECRETARY: OFFICE OF THE SPEAKER
INTERNAL/EXTERNAL ADVERT

(Fixed-Term Contract linked to the term of the Speaker)

Ref No.: ADMSEC/SPEAKER/07/2025

Position: Administrative Secretary: Office of the Speaker

Remuneration: R 363,979.20 per annum (Total cost to employer)

Station: `Zastron

Date of Publication: 16 July 2025

Closing Date: 02 August 2025

Requirements:

- Certificate in Office Administration NQF level 5/Public Management or related field.
- Minimum of 2 years' administrative or secretarial experience within a legislative or political office.
- Excellent time management and multitasking skills.
- High degree of professionalism, ethics, and confidentiality.
- Familiarity with Municipal legislative frameworks is advantageous.

Key Responsibilities:

- Performs clerical and customer service liaison support to the office of the Mayor by:
- Attending to telephonic calls and visitors, establishing the nature of visit and direct requests to appropriate personnel.
- Provide secretarial and administrative support to the Mayor.
- Organise the Mayor's diary, meetings, and logistics for Mayoral-related engagements.
- Coordinate communication with stakeholders.

- Recording details of enquiries and/ or messages in the absence of the Call Centre/ Reception personnel and forwarding for attention upon availability and/ or communicating routine information to the enquirer referring to the municipal calendar, directory and other sources of information.
- Assisting Councillor and Public Participation official's walk-ins and assisting with basic queries, setting up appointments and referring other queries to the Head: Office of the Mayor's for resolution.
- Make sure that all incoming calls are answered within 5 seconds and transferring calls to the relevant department.
- Liaising with Office Administrators and relevant personnel to provide and receive information as requested by the Mayor, and the Head: Office of the Mayor.
- Maintaining and monitoring the activity and record-keeping systems and computer files.
- In order to ensure administrative requirements and procedures associated with the Mayor's Office requirements and activities are complied with.

For enquiries contact the Human Resources division on 060 786 4830. **ONLY MUNICIPAL APPLICATION FORMS** (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 3 months) of qualifications and identity document must be submitted for the attention of:

Director Corporate Services

Ms. LG Ceba

Mohokare Local Municipality

P.O. Box 20

Zastron

9950

Or Hand deliver application in the nearest Mohokare Municipal Offices. Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.



Mr. M. Mohale

Acting Municipal Manager

