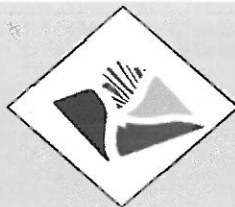


VACANCY VAKATURE



KANNALAND
MUNICIPALITEIT | MUNICIPALITY

EXTERNAL CIRCULATION

(DIRECTORATE: CORPORATE SERVICES)

EXECUTIVE SECRETARY

REFERENCE 92/2023

PERMANENT APPOINTMENT

Salary : R 217 702.56 – R 282 597.96 per annum (T9)
Additional benefits : Medical aid (optional), Pension, Housing allowance (qualifying requirements), 13th cheque

REQUIREMENTS

(Related proof / documentation must accompany application)

- Grade 12 certificate
- Personal Assistant / Senior, senior / executive secretary diploma or equivalent qualification
- 2-5 years' relevant secretary experience
- Code EB driver's license
- Basic Computer Literacy: MS Word / Excel

REQUIRED COMPETENCE

| Key Professional Competencies | Functional Competencies | Public Service Orientation | Personal Competencies | Leadership Competencies |
|---|---|---|--|---|
| <ul style="list-style-type: none"> • Prepares considered, high quality written communications which may include - letters, memoranda, e-mails, reports and other correspondence, both internal and external to the organisations. • Interprets complex language / communication; and • Able to communicate complex ideas to others in an understandable way. • Maintains a project checklist covering all detail which might be omitted; and • Ensure that all information is available in the preparation of documentation. • Ascertains a range of options for client / stakeholder action; • Gives options and recommendation of preferred option to client / stakeholder; • Provides reasons for preferred option; and • Follows through on final decision. • Able to identify potential conflicts of interest in terms of regulatory and policy frameworks; • Identifies contentious issues and resolves these with clients; • Fosters a culture of ethical behaviour by example; • Makes preliminary finding and recommends on difficult ethical issues; | <ul style="list-style-type: none"> • Understands entire process with a view to ongoing improvement; and • Designs processes to address specific issues with input and approval from supervisor / colleagues. • Able to use advanced features of MS Office packages; and • Able to process data utilising various computer software packages. • Able to analyse data using computerised tools such as MS Office (e.g. Excel, PowerPoint). | <ul style="list-style-type: none"> • Structures written documents in a logical framework; • Captures complex issues clearly and concisely; • • Conveys alternative viewpoints; • Organises discussions in logical manner; and • Responds to questions with accurate and complete answers. Engages effectively with general public; • Understands and articulates community needs; and • Manages community expectations within financial, technical and capacity constraints. • Takes specific and sustained action to implement the client service vision; • Implements client satisfaction feedback to ensure provision of quality service; and • Sets the climate and creates a culture to attain client focused outcomes (i.e. performance | <ul style="list-style-type: none"> • Relentlessly pursues project objectives; • Pushes self and motivates others for results; • Sets challenging goals; Displays a drive to do things better; and • Successfully completes projects within time and budget allocations. • Plans and initiates new ways forward. • Promotes change as an opportunity rather than a threat and acts as a role model in mobilising team members towards change • Deals effectively with ambiguity and uncertainty; Able to balance detail orientation with big picture thinking; • Looks beyond the obvious and does not stop at the first solution; and • Probes deeply and considers consequences and risks attached to actions. • Remains abreast of changes in the industry; and • Promotes best practice. | <ul style="list-style-type: none"> • Influences others effectively using a number of techniques; • Able to convince, persuade and influence others; and • Commands respect from peers and subordinates • Fosters a strong sense of team belonging; Contributes towards positive climate within team; and • Involves and empowers team in setting and achieving goals • Good at establishing clear direction; and • Sets out team goals providing clear sense of purpose. • Has strong subject matter knowledge; • Recognises the need for and provides individuals with guidance on how to handle new or difficult situations; • Able to identify appropriate training interventions; and • Able to understand the underlying causes for |

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|---|--|---|--|---|
| <ul style="list-style-type: none"> • Recommends a course of action based upon evaluation of relevant facts, issues and risks; and • In making a recommendation is able to demonstrate how that recommendation will achieve desired objectives | | <ul style="list-style-type: none"> • management, resource allocation, etc.). | | <ul style="list-style-type: none"> • non or poor performance and to provide the appropriate support. |
|---|--|---|--|---|

KEY PERFORMANCE AREAS

- Administrates and control the Office of the Director by providing support and attending to specific office administrative activities, preparing and producing of correspondence, circulating/ retrieving and safekeeping of documents
- Executes specific instructions and applies laid down procedures with respect to co-ordinating the dairy and specific meetings/ events of the Director
- Interacts/ liaise internally with management, councillors, etc. and externally with the public entities to confirm arrangements, programmes and services
- Maintains Office efficiency by implementing office systems
- Adhere to procedural administrative requirements, record keeping and reporting deadlines
- Attends to and coordinates/ confirms travel, accommodation and specific business arrangements in accordance with Council policies
- Keeping abreast of current developments and emerging trends in the profession.

ENQUIRIES: MR H BARANRD (028) 551 8000

Applicants must submit a formal application form and a comprehensive CV, certified copies of qualifications, identity document and driver's licence. Applications must be submitted electronically preferably as one PDF document to hrapplications@kannaland.gov.za. Application forms can be obtained from the Municipal website at www.kannaland.gov.za and must reach the Human Resources section on or before 13 September 2023 at 12:00. Applicants must clearly state the reference number and position in the subject line of the email.

Only electronic applications will be received.

Applicants residing in the Kannaland area will receive preference.

Disqualification:

Please note that the following will result in disqualification:

- 1. Non-submission of copies of academic qualifications/records.**
- 2. Canvassing with Councillors.**
- 3. Submission of fraudulent qualifications and/or documents.**

NB: Please note that shortlisted candidates will be subjected to a selection process. By applying for this position, candidates consent to background checks being conducted.

The Municipality reserves the right not to make an appointment.

If you do not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Kannaland Municipality is an equal opportunity employer that endorses the principle of affirmative action and employment equity. Preference will be given to applicants from the designated/underrepresented groups.

CLOSING DATE: 13/09/2023