



Suitably qualified persons are invited to apply for appointment in the following positions

1. OFFICE OF THE CITY MANAGER

1.1 SECRETARY

REQUIREMENTS: * Grade 12 or equivalent and a Secretarial Diploma or equivalent qualification *

EXPERIENCE: * Experience as a Secretary to a Manager within medium to a large organisation will serve as a recommendation *

CORE DESCRIPTION: * The successful candidate will be required to perform the following functions:

- Ensuring day to day running of the office by scheduling appointments and to inform the Regional Director thereof so that she could attend these meetings timeously.
- Organizing of meetings, drawing up of agendas and taking minutes.
- Handling of telephonic enquiries/enquiries from the public to relevant persons/to attend to the complaints.
- Making arrangements for meetings and conferences for the Regional Manager.
- Assisting the Regional Manager with compilation of all necessary documents in terms of meetings to be attended.
- Providing admin support to the office of the Regional Manager.

ADDITIONAL REQUIREMENTS:

- Computer literacy (MS Office, Power Point, Adobe Acrobat- Writer / Reader).
- Time Management and prioritizing.
- Verbal and written communication skills.

SALARY GRADE: 012/010

1.2 RECEPTIONIST/SECRETARY

REQUIREMENTS: * Grade 12 and a Secretarial Diploma or equivalent qualification *

EXPERIENCE: * Two (2) years of relevant Secretarial / Administrative experience will serve as a recommendation *

CORE DESCRIPTION: * The successful candidate will be required to perform the following functions:

- To providing secretarial support to the Office Head and attends to specific office support / clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents / correspondence and communicating with visitors, officials sourcing and making available routine information pertaining to scheduled activities of the Office of the Speaker.
- To perform specific tasks / activities associated with the provision of office management and secretarial support.
- Maintain information and record keeping.
- To perform tasks associated with the provision of general office support and a Reception / Telephonist Services.

ADDITIONAL REQUIREMENTS:

- Computer literacy (MS Office, Power Point, Adobe Acrobat- Writer / Reader).
- Time Management and prioritizing.
- Verbal and written communication skills.

SALARY GRADE: 012/010

The closing date in respect of all positions will be **30 April 2009**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's directly to the address indicated below. The relevant telephone number can be contacted for more information.

Please note that if you do not receive any correspondence from this organisation regarding your application within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

GM: Human Resource Management

P.O. Box 3704
BLOEMFONTEIN
9300

Telephonic Enquiries : 051 – 405 8517 OR e-mail: employ@civic.mangaung.co.za

We thank all applicants for their interest