

# EMTHANJENI MUNICIPALITY



## EXTERNAL ADVERTISEMENT

### NOTICE NO: 37/2021

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

#### **DIRECTORATE: CORPORATE SERVICES**

##### **1. TYPIST**

*(Preference to be given to People with Disability and White Females)*

**Salary: R 141 938.00- R 184 254.00 (Task Level 6)**

**Abovementioned post offers the following benefits:**

13th Cheque  
Pension fund benefits  
Medical-aid fund benefits  
Leave and Housing benefits

**Head Office:** De Aar

#### **Key Requirements:**

- Grade 12
- NQF Level 4
- 2 years working experience as a typist or administrator
- Computer literacy (Word, Excel, Power Point & Internet)
- Time Management
- Planning Skills
- Negotiation Skills
- Communication Skills
- Typing Skills
- Report writing skills
- Interpersonal skills
- Willing to work overtime
- Be able to deal with the public.
- Must be physically healthy and be medically fit to carry out duties.

### **Key responsibilities:**

- To render typing services to the Corporate-, Financial- and Community Services Directorates to ensure administrative and communication processes of Council is in a neat and accurate format.
- Compile, type, photo copying and sending of Executive committee's meeting – agendas and minutes.
- Compile, type, photo copying and sending of Council's meeting- agendas and minutes.
- Compile, type, photo copying and sending of Closed Council committee meeting – agendas and minutes.
- Compile, type, photo copying and sending of Ad-hoc Committee- agendas and minutes.
- Compile, type, photo copying and sending of Special Council's meeting- agenda and minutes.
- Binding of minutes in book form.
- Safe keeping of minutes.
- See to the maintenance of the photo-copier.
- The process to type agendas includes also the compilation/layout of agendas by seeing to it that the items, addendums, annexure are in the correct format and order as well as the numbering of pages.
- Perform general typing requests from the Administration Officers, Libraries, Housing, Traffic, Personnel and Finance to provide them with a typing service.
- Typing of all letters, memos, reports and contracts.
- Print 3 copies of each letter as well as envelopes.
- Typing of all hire agreements.
- Typing of all salary adjustments and confidential information.
- Typing of all notices and letters which are printed in the Echo and other newspapers. All notices which are printed in the newspapers must be cut out and kept safe also see to that the notices appear on the notice board.
- Typing of all vacancies for the different newspapers.
- Binding documents for e.g. Budget, IDP, etc by means of binder.
- Laminating articles by means of laminator.
- Act as Personal Assistant for Directors, as needed.
- Arranging for advertisements with press.
- Typing, photo copying and sending Personnel Committee meeting's agenda and minutes and type weekly roster.
- Report to supervisor on daily meetings, appointments, faxes, telephone calls, mail and memo's received.
- Monthly reports to Council.
- Interacts with the Mayor, other employees, management, Councillors, to ensure internal and external customer services for maintenance of internal and external customer services for maintenance of internal and external relations, by means of electronic correspondence, telephonically and written correspondence.
- Perform other related duties as instructed by Supervisor.

Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the **Senior Manager: Corporate Services, Mr TW Msengana** at **053 632 9100**.

Closing date : **30 June 2021 at 12h00**

- Canvassing for appointment will automatically disqualify an applicant
- If no reply to your application has been received within thirty(30) days of the closing date, you should consider your application as being unsuccessful
- No late or facsimile applications will be accepted
- No applications will be considered without certified copies of the original documents of qualifications.
- Correspondence will be limited to short-listed candidates.

**I Visser  
Municipal Manager  
Emthanjeni Municipality  
PO Box 42  
De Aar  
7000  
Tel: 053 632 9100**

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