



## **BITOU LOCAL MUNICIPALITY**

*Bitou Municipality is inviting applications for the following vacancy from suitably qualified candidates. Preference will be given to local residents before considering candidates outside the Bitou Municipal Area*

<b>POSITION</b>	: <b>EXECUTIVE SECRETARY</b>
<b>DIRECTORATE</b>	: <b>OFFICE OF THE MUNICIPAL MANAGER</b>
<b>DIVISION</b>	: <b>N/A</b>
<b>SECTION</b>	: <b>EXECUTIVE SUPPORT</b>
<b>BASIC SALARY</b>	: <b>R 270 896,93 – R 351 623,19 (T10) Per Annum + MUNICIPAL BENEFITS</b>
<b>REF NO.</b>	: <b>Notice 273 of 2023</b>

**QUALIFICATIONS AND EXPERIENCE:** • Grade 12 • Personal assistant, senior / executive secretary or relevant secretarial certificate • 5-8 years' relevant experience with supervisory experience

**REQUIREMENTS AND SKILLS:** • Computer literacy (MS Office Applications) • Proficiency in at least two of the official languages of the Western Cape (read, write and speak) • Good human relations, interpersonal, organizational and communication skills • High level of responsibility • Ability to work under pressure • Performs complex administrative functions which requires specialized knowledge • Operates under limited supervision

**FUNCTIONS & RESPONSIBILITIES:** • Performs specific tasks/activities associated with the provision of administrative and secretarial support • Maintains the executive correspondence/information and recordkeeping system and accesses records of discussions, instructions and correspondence • Performs tasks associated with the provision of a reception/telephonist service • Performs tasks associated with the provision of word processing and related office support • Report to various institutions/ persons • Interacts with various institutions/ persons

### **COMPETENCIES REQUIRED**

- 1. Core Professional Competencies**
  - Written Communication
  - Oral Communication
  - Attention to Detail
  - Influencing
  - Problem Solving
  - Organisational Awareness
  - Planning & Organising
  - Ethics & Professionalism
- 2. Functional Competencies**
  - Business Processes
  - Use of Technology
  - Data Processing & Analysis
- 3. Public Service Orientation Competencies**
  - Interpersonal Relationships
  - Communication
  - Service Delivery Orientation
  - Client Orientation and Customer Focus
- 4. Personal Competencies**
  - Action Orientation
  - Resilience
  - Change Readiness
  - Cognitive ability
  - Learning Orientation
- 5. Management / Leadership Competencies**
  - Impact and Influence
  - Team Orientation
  - Coaching and Mentoring.
  - Direction Setting

*Work related enquiries can be directed to Mrs. VR Cunningham on [vcunninghami@plett.gov.za](mailto:vcunninghami@plett.gov.za) or on tell: 044 501 3441.*

*For general enquiries contact Ms. L Clark or Mr. J Abroue on telephone no: 044 501 3418.*

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website ([www.bitou.gov.za](http://www.bitou.gov.za)). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to Private Bag X1002; Plettenberg Bay; 6600

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

**Please take note:**

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. **(Compulsory)**
3. **LATE APPLICATIONS** will not be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.

**M MEMANI**  
**MUNICIPAL MANAGER**

**CLOSING DATE: 31 August 2023 @ 14h00**

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful  
**Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled**