



An area of unfound diversity

Xhariep

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 011 2238, Fax: 051 713 0461
 maillebo@gmail.com Website: www.xhariep.gov.za


Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare and Xhariep District Municipality subscribe to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the municipality are situated at Trompsburg; which is 125 km's south of Bloemfontein.

To this end, the municipality seeks to fill the following vacant post.

POST NO	JOB ADVERTISEMENT	
1	Job Title	SECRETARY TO THE CHIEF FINANCIAL OFFICER (PERMANENT)
Ref. No. BTO074/04/26	Reporting to	CHIEF FINANCIAL OFFICER
Responsibility	<ul style="list-style-type: none"> Render a typing/computer based service to Budget and Treasury Office to ensure professionalism and efficiency. Ensuring that all outgoing documents are on an official letterhead and signed by the CFO. Typing all letters, notification, reports and documentation as requested. Render a telephone answering service to the Chief Financial Officer to promote the corporate image of the Directorate and sound relations between the CFO, Councilors other Management and the Public. Taking all incoming calls and divert them as needed. Making calls on request Taking down messages and forward them to the relevant person(s) Following up on messages if necessary. Take care of all travelling and accommodation arrangements for the CFO in order to confirm reservations and arrange for payment. Dealing with invitations made to the CFO. Making reservations for accommodation/ car rental if applicable. Submitting signed S&T claim for the payment on behalf of the CFO Arrange payment registration fees Applying Council policy with regards to the above. 	
	Qualifications	Grade 12 with typing skills and any equivalent Certificate/ Qualification in a related field.
	Requirements	<ul style="list-style-type: none"> Excellent communication skills (written and verbal) Strong interpersonal, planning and organising skills. High level of computer literacy.
	Remuneration	R 337 840.90 per annum
	Specialised Training	Secretariate Certificate will be added as advantage
	Experience	1 - 3 years relevant experience or related field
	Knowledge and Skills	Good Communication Skills Computer Skills Report writing Skills Administration Understanding. Bilingualism Sound human relations
	Behavioural Competencies	Ability to maintain a high level of confidentiality and professionalism. Strong analytical and problem-solving abilities.
Please note :		
<ol style="list-style-type: none"> Applications must be on Application Form for Employment obtainable in Gazette No. 45181 – www.xhariep.fs.gov.za appear as Annexure B in Page 762 of 770 Applications should include resume and certified copies of qualifications and ID. It's the applicant responsibility to have foreign qualification to be evaluated by the South African Qualification Authority (SAQA) and to attach the proof thereof. Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful. 		

5. Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates only.
6. People from designated groups are encouraged to apply.
7. No late applications will be considered.
8. Canvassing of any officials or Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
9. Applicants submitting their Curriculum Vitae to this advertisement automatically agree and authorise Xhariep District Municipality and or/ its representative to undertake necessary confirmation of any information or certificate in the curriculum vitae or accompanied documents. ***The applicant therefore gives consent that any information may be accessed for verification in adherence to the POPI Act.***
10. Xhariep District Municipality reserves the right not to make any appointment or follow other forms of recruitment and to re-advertise before a short list is compiled.

Applications should be directed to:	The Municipal Manager : Ms LY Moletsane , Private Bag X136, Trompsburg, 9913 (Only hard copies)
Enquiries	Mr Tefo Lebaka Manager: Human Resource Management and Labour Relations Tel. 051 0112238 /Cell: 076 0981478
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Approved by: 

Ms. LY Moletsane
Municipal Manager
Xhariep District Municipality

Date: 09.04.26