



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION Executive Secretary (Finance)

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

EXECUTIVE SECRETARY (FINANCE)

DEPARTMENT:	Community Development
BRANCH:	Finance
DESIGNATION:	Executive Secretary
REMUNERATION:	R25 422,17 pm (basic salary, excluding benefits)
LOCATION:	Metro Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 and a Secretarial Diploma/Diploma in Office Administration and Business Administration at NQF level 6;
- Computer literacy with all MS packages, particularly Excel, Word, and PowerPoint; and
- Minimum of 1 - 2 years' relevant secretarial experience at an executive level;
- Experience in a Finance environment would be an added advantage.

Primary Function:

Coordinate activities and requirements associated with the Office of Director through the application of administrative and secretarial procedures and the execution of sequences associated with the communication, planning, prioritization, and organization of confidential and important appointments, events, and meetings.

Key Performance Areas:

- Provide an efficient telephone service for the Director's office;
- Maintain and access records of discussions, instructions, and correspondence;
- Compile and forward personnel information to the Human Resources department;
- Communicate required information to management, staff, and the public.

Leading Competencies:


- High level confidentiality;
- Advanced communication, verbal, and written reporting skills;
- Computer literacy (MS Office Packages, including Word, Excel, and PowerPoint);
- Excellent written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating, and time management skills.


Core Competencies:

- Ability to function under pressure and produce accurate reports within limited time frames; Time management; High level of confidentiality, professionalism, and organisational skills; Ability to work independently or in a team and take initiative where necessary to achieve necessary outcomes.
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1undKxuAoSO-sV5rvaYCRgew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Thato Sepuru

Tel No: 011 407 7198

CLOSING DATE: TUESDAY, 16 JULY 2024

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check,
- Identity validation.