



## **KGATELOPELE MUNICIPALITY**

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

### **APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT POSITION**

**Reference no: KLM 11/2025/2026**

**JOB TITLE: SECRETARY**

**DEPARTMENT: TECHNICAL, INFRASTRUCTURE & COMMUNITY SERVICES**

**ANNUAL REMUNERATION WILL BE TASK 8: R 240 488.49**

**Terms of Appointment: PERMANENT**

#### **Minimum Requirements:**

- Secretarial/ Public Administration Diploma or relevant Degree in Administration or equivalent
- Computer Literacy- Office Applications
- Receiving/Sending e-mail
- Type speed 40wpm
- Good organizational skills
- Arranging/coordinating meeting, functions, appointments etc.
- Good communication and writing skills
- 2 – 5 years experience

#### **Key Responsibilities:**

- Provide secretarial services to the Director daily to ensure the necessary support
- Managing the day to day activities of the Director to ensure the effective planning of his/her day
- Provide a personnel assistance service daily to the Director to ensure proper functioning of the office,
- Ensure the effective organizing of meetings/events and related activities thereof to promote professionalism and efficient
- Observes and supervise utilization, application and maintenance of equipment and material to ensure the safekeeping and the good condition thereof.

**Financial interest;**

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc.; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Act of 2000 as amended or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and/ Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable is required.
- No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted.
- Kgatelopele Local Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons, and therefore encourage persons from these groups to apply.

Applications can be posted to The Municipal Manager Attention:  
Adv. W Blundin  
Kgatelopele Municipality  
P.O. Box 43 DANIELSKUIL  
8405

**Or can be hand delivered at:**

Kgatelopele Municipality at the Human Resource Office.

OR EMAILED TO:

[recruitment@kgatelopele.gov.za](mailto:recruitment@kgatelopele.gov.za)

Enquiries may be directed to Senior Human Resource Officer: Ms. C. van Rooyen (053) 384 0101 during office hours between 07:30 am – 16:45pm Monday to Thursdays and Fridays till 15:30pm.

**CLOSING DATE: 19 December 2025 at 12:00pm**