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## EXECUTIVE SECRETARY

<b><u>DEPARTMENT:</u></b>	Group Corporate & Shared Services
<b><u>BRANCH:</u></b>	<b>Group Human Capital Management</b>
<b><u>DESIGNATION:</u></b>	<b>Executive Secretary</b>
<b><u>REMUNERATION:</u></b>	R28 315,59 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	Nedbank Building, Newtown Junction, 141 Lilian Ngoyi St, Newtown

### **Minimum Requirements:**

- Grade 12 plus Diploma in Secretarial Management, Office Management or Office Administration and any related qualification at NQF level 6
- A minimum of three 3 years in a secretarial environment, with a degree of work outputs expected of the incumbent of this post, advanced communication skills are necessary, written and verbal reporting
- Advanced communication skills as well as written and verbal reporting
- Computer literacy (MS Software applications, Word, Excel, PowerPoint, Email and Internet)

### **Primary Function:**

**Coordinate activities and requirements associated with the office of the Group Head through the application of administrative and secretarial procedures and the execution of sequence associated with the communication, planning prioritisation and organisation of confidential and important appointments, events and meetings.**

### **Key Performance Areas:**

- Controls the administrative requirements associated with the Section/ Department by executing specific instructions and applied laid down procedures with respect to coordinating the Group Heads' diary and events
- Performs specific tasks/activities associated with the provision of administration and coordinated secretarial support
- Maintain correspondence/ information and record-keeping system and access records of discussions, instructions and correspondence
- To effectively liaise and support the Group Head in ensuring qualitative communication, service delivery in achieving the set audit and risk management objectives
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### **Leading Competencies:**

- Interpersonal skills and problem-solving skills;
- Good communication (verbal and written) skills;
- Good project management skills;
- Computer literacy, including MS Office Applications;
- Accountability, administration, and management skills;
- High level of confidentiality, planning, and organisational skills;



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- Time Management, working independently, under pressure, and the ability to prioritise.

#### **Core Competencies:**

- Thorough knowledge of the responsibilities of an executive secretary;
- Sound knowledge of secretarial skills, including business English;
- Sound knowledge of office management;
- Ability to comprehend the varied activities of a large complex department sufficiently to handle the mass of the items passing through the Group Head's Office;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.

***"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 link below:**

[https://share-eu1.hsforms.com/1q35pyStPQrilmAUymf5K\\_wew554](https://share-eu1.hsforms.com/1q35pyStPQrilmAUymf5K_wew554)

**APPLY ONLINE VIA THIS LINK: [www.joburg.org.za](http://www.joburg.org.za)**

#### **ENQUIRIES ONLY:**

**Contact Person:** Regina Hartley

**Tel No:** 065 880 8493

**CLOSING DATE: WEDNESDAY, 13 AUGUST 2025**

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, and
- Identity validation.