



**MAKANA**  
MUNICIPALITY | EASTERN CAPE  
...a great place to be



**200 YEARS**  
*reflect and imagine*  
...the making of a great place to be

**Incorporating Grahamstown, Alicedale, Riebeeck East & surrounding rural areas**

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned vacancy. The Makana Municipality is an equal opportunity and Affirmative Action Employer.

**VACANCIES/ IMISEBENZI/BETREKKINGS**

**EXTERNAL VACANCIES**

**POST 1:** 1 X SECRETARY to CHIEF FINANCIAL OFFICER  
**DIRECTORATE:** BUDGET & TREASURY  
**TASK GRADE:** 7  
**SALARY SCALE:** R120 375 – R156 253 per annum (plus normal council benefits)

**MINIMUM QUALIFICATION AND EXPERIENCE:** Grade 12 with Accounting as a subject. Secretarial Diploma or equivalent plus 3 year's relevant experience in a secretarial environment.

**COMPETENCE / SKILLS REQUIRED:** Ability to work under pressure. Excellent report writing and communication skills. Excellent typing skills (speed and accuracy). High levels of flexibility including willingness to work long hours. Good interpersonal skills and professional conduct. Maintain a high level of confidentiality. Good telephone etiquette. Must have a financial background.

**KEY PERFORMANCE AREAS:** Executive interaction with all levels of management, councillors, employees and external stakeholders. Provide high level support to the Chief Financial Officer in the attainment of objectives and daily tasks, including general administrative support to the Finance Directorate. Prepare reports, arrange meetings, compile agendas of meeting, presentation and take minutes. Facilitate and coordinate meetings for CFO including arranging venue. Typing of all correspondence, reports, and circulars. Manage the office of the CFO competently and professionally. Channel enquiries to and from appropriate Senior Managers. Assist the CFO in managing the External Audit process by monitoring and reporting on RFIs and COAFs. Ensure that attendance register and leave books are correctly maintained. Standing in for Committee Clerks if and when required

**NOTE:** All applications must be made on the Official Makana Municipality Application form accompanied by a comprehensive CV together with certified copies of qualifications and documentation. All application should be posted to the Administrator, Makana Municipality, P.O Box 176, Grahamstown, 6140. **No late / faxed / emailed applications will be accepted.** Enquiries: Zani Siqwede, H.R. Practitioner (E-Mail: [nsiqwede@makana.gov.za](mailto:nsiqwede@makana.gov.za)).

**CLOSING DATE: 20 JUNE 2016**

A handwritten signature in black ink, appearing to be 'MS MJ MEIRING', written over a horizontal line.

**MS MJ MEIRING: ACTING MUNICIPAL MANAGER**