

Directorate: Financial Services

Secretary (Administrative Bids)

Contracts (Supply Chain) Ref. 2011/008

AA Appointment

Salary: R104 664 - R113 448 per annum (B4)

Requirements: • A diploma or N6 in Office Management/Secretarial Duties • Bilingual • Communication skills • Interpersonal skills • Computer literacy • Numerical skills • Preparedness to receive intensive training in Supply Chain Management.

Candidates will be expected to write examinations.

Closing date and time: 11 April 2011 at 16:00

An official Sol Plaatje application form must accompany your Curriculum Vitae, as well as diplomas/certificates applicable to the post being advertised. The vacancy particulars and reference number must be correctly specified on the application form.

Applications will not be considered after the closing date. Application forms can be obtained from Sol Plaatje Municipality, Civic Building or www.solplaatje.org.za/work

Forward your application to fax: 086 650 0314 or e-mail: cianse@solplaatje.org.za for attention: Miss Christine Janse. Applications can also be hand-delivered on the 3rd Floor, New Civic Building, cnr Bultfontein and Lyndhurst Avenues.

Telephonic enquiries: Miss Christine Janse at (053) 830-6705.



Sol Plaatje Municipality