JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:

Executive Secretary

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 in 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 acknowledgement 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.

VACANCY CIRCULAR

091/2025

City of Johannesburg

Publication Date:
Thursday, 31 July 2025

Closing Date:
Wednesday, 13 August 2025

This Vacancy is open to Employees of the City of Johannesburg and External Candidates

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EXECUTIVE SECRETARY

DEPARTMENT:	Group Corporate & Shared Services
BRANCH:	**Group Human Capital Management**
DESIGNATION:	**Executive Secretary**
REMUNERATION:	R28 315,59 pm (basic salary, excluding benefits)
LOCATION:	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
- To effectively liaise and support the Group Head in ensuring qualitative communication, service delivery in achieving the set audit and risk management objectives

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/1g35pyStPQrilmAUymf5K_wew554

APPLY ONLINE VIA THIS LINK: 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.