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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

SHORT-TERM CONTRACT POSITION **SENIOR 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 to 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 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.



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**SENIOR SECRETARY
SHORT-TERM CONTRACT POSITION
(Not exceeding 12 months)**

Department: Environmental and Infrastructure Service Department
Branch: Impact Management and Compliance Monitoring
Designation: Senior Secretary
Remuneration: R21 696.110 pm (all-inclusive, no benefits)
Location: 118 Jorissen Street, Traduna House

Minimum Requirements:

- Grade 12 // NQF level 4 plus National Diploma in Secretarial / Office Administration or any tertiary qualification relation to the Administration or any Tertiary qualification to the Administration Discipline at NQF level 6;
- Relevant Secretarial / Office Administration concepts and functions.

Primary Function:

To provide comprehensive administrative, secretarial and office management support to the Director. This includes managing correspondence maintaining effective record-keeping systems, coordinating the Director's diary and meetings, attending to stakeholder enquiries, and ensuring the smooth operation of the Director's Office through efficient communication, documentation and logistical support.

Key Performance Areas:

- Coordinate and manage documentation required for the Director's Office;
- Manage the Directors' diary and programme of activities;
- Attend to requests to the Director's Office and provide general office support;
- Provide administrative support to the Director's Office.

Leading Competencies:

- Computer literacy (Microsoft Word, Excel and PowerPoint);
- Good communication skills;
- Coordinating skills.

Core Competencies:

- Basic knowledge of Secretarial / Office Administration concepts and functions;
- Batho Pele Principle Ethics;
- Professionalism.



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“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 following link below:

<https://share-eu1.hsforms.com/1C7TUnyLXRv2AIXmnyVOxxAew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Sipiwe Khumalo

Tel No: 011 082 7997

CLOSING DATE: WEDNESDAY, 12 NOVEMBER 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.
- Identity validation.