



a world class African city

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## EXECUTIVE SECRETARY

**Department:** Private Office of the Executive Mayor (POEM)  
**Branch:** Johannesburg Aids Council  
**Designation:** Executive Secretary  
**Remuneration:** R26 566.17 pm (basic salary, excluding benefits)  
**Location:** Braamfontein

### **Minimum Requirements:**

- Matric/ Grade 12 Certificate,
- National Diploma in administration or equivalent (NQF level 6):
- 2 years' experience in administrative work environment.
- Valid driver's license.

### **Primary Function:**

To provide comprehensive administrative support Johannesburg Aids Council. To execute all functions in line with approved policies, procedures and practices designed improving the service and customer care to their clients.

### **Key Performance Areas:**

- Do all necessary administrative procedures with regards to new assets, transfers and donations and disposals as they relate to the Johannesburg Aids Council;
- Coordinate procedural requirements associated with personnel development initiative and support hosting of key events;
- Implement and maintain procedures and systems associated with controlling the procurement procedure process and controlling expenditure in the Johannesburg Aids Council;
- Provide administrative support in relation to the Johannesburg Aids Council;
- Inter sectoral collaboration;

### **Leading Competencies:**

- Intermediate to advanced computer literacy in MS Word, Ms Excel, Emails and Internet;
- Good communication skills;
- Coordinating skills and problems solving skills.

### **Core Competencies:**

- Knowledge of the City process, best practices and policies and procedures on medical supplies and equipment;
- Knowledge of MFMA as it relates to procurements processes.



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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/1tJQiGNqOTcimTQr6UgTyPgaw554>

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

**ENQUIRIES ONLY:**

**Contact Person:** Sharon Gardner

**Tel No:** 011 407 7239

**CLOSING DATE: THURSDAY, 06 MARCH 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.