

## ADVERT



### SECRETARIAT INTERNSHIP - (BRAAMFONTEIN OFFICE)

#### PURPOSE OF THE JOB

To provide efficient and effective administrative and secretariat support to the Council, EXCO, Council Committees, Task Teams, and Management Committees.

#### JOB OBJECTIVES

- Provide general office administration, including planning and coordination.
- Prepare meeting notices, agendas, and packs.
- Attend meetings, take minutes, and record key discussions and decisions.
- Ensure the timely delivery and distribution of meeting documentation.
- Book meeting venues, coordinate catering, and assist with travel arrangements.
- Maintain Council/EXCO documents with proper record-keeping and ensure easy access.
- Ensure minutes are signed by the relevant Chairperson and securely stored.
- Maintain minute books and other statutory registers.
- Type documents, reports, and letters in preparation for meetings.
- Coordinate and facilitate the completion of councillors' payroll documents.
- Maintain, update, and upload information to the Diligent Boards platform.
- Perform ad-hoc duties as required.

#### ESSENTIAL REQUIREMENTS

- A relevant qualification in Management, Public Administration, Law, Corporate Governance, or a related field with a focus on Secretariat functions is required..
- Proficiency in MS Office Suite.
- Ability to follow instructions accurately.
- Strong attention to detail.
- Ability to work both independently and as part of a team.
- Customer service orientation.
- Willingness to work irregular hours or as required.
- Familiarity with filing systems.
- Strong numeracy skills.
- Basic report writing skills.

#### Remuneration Grade: (Monthly stipend Salary will be paid)

The internship program will run for one year, with a monthly stipend to be paid.

**It is Council's intention to promote equity through the filling of all numeric targets as contained in the EE plan, preference will be given to African Males; African Females; Coloured Males; Coloured Females; White Males and White Females.**

Applications accompanied by a comprehensive WORD/PDF format CV with academic transcripts/qualification must be forwarded to the NBCRFLI Human Resources Department via e-mail to [recruitment-ms@nbcrfi.co.za](mailto:recruitment-ms@nbcrfi.co.za) before the closing date.

**Closing date: 20 March 2025**

**Should you not hear from us 30 days after the closing date, please consider your application unsuccessful.**

**PROTECTION OF PERSONAL INFORMATION ACT.**

Personal information collected and processed for purposes of recruitment will be protected from unauthorised access and improper use or disclosure.

**DECLARATION AND INFORMED CONSENT.**

By submitting your application for the advertised role, you give Council permission to process your personal information, and you acknowledge that you understand the purpose for which it is required and for which it will be used. Furthermore, you declare that all personal information supplied to the Council for the purposes of recruitment is accurate, up to date, not misleading and that it is complete in all respects.