



## INTERNAL ADVERT

The Mkhambathini Municipality hereby invites suitable qualified applicants to apply for the following position:

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**DEPARTMENT: CORPORATE SERVICES**

**SECRETARY TO DIRECTOR CORPORATE SERVICES (Permanent position)**

**REMUNERATION: R154 471.80 Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)**

### MINIMUM REQUIREMENTS

- Grade 12
- Administrative Diploma /Secretarial Diploma / National Diploma in Office Management and Technology or equivalent qualification
- 1-2 years relevant Secretarial/ Administrative experience.

### KNOWLEDGE SKILLS AND COMPETENCY

- Be computer literate with a proficiency in Ms office software applications.
- Have ability to operate independently.
- Have good office management.
- Possess knowledge on secretariat services.
- Have ability to deal with confidential information.
- Have excellent interpersonal skills.

### KEY PERFORMANCE AREAS

- Take minutes in meetings and maintain the diary of Director Corporate Services
- Arrange meetings, book venues and accommodation where necessary.
- Perform all administrative functions like filing, typing, binding documents, photocopying and faxing.
- Screen all incoming calls for Director CSS as well as taking messages.
- Responsible for maintaining records in regard to correspondence and mail received.

- Preparing notification, agendas and minutes for specific meetings and attending to the distribution and/ or arranging for the collection of documentation prior to scheduled meetings.
- Perusing correspondence/documents and forwarding items requiring the attention of Director CSS.

Application letter (clearly stating the position you are applying for), together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X 04 Camperdown 3720** or hand deliver at: **No 18 Old Main Road, Camperdown, 3720.**

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Closing date 12 February 2021 Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to Ms. P.N. Ndlovu. Manager: Human Resources at 0317859345.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist, and based on merit.



**MR. S. MNGWENGWE**  
**MUNICIPAL MANAGER**