



EXTERNAL ADVERT

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

DEPARTMENT: COMMUNITY SERVICES

SECRETARY-TG7 (PERMANENT POSITION)

REMUNERATION: R167 712.36 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 / Diploma in Public Management/National Diploma in Office Management and Technology.
- 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

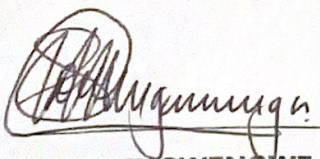
- Coordinate the day-to-day activities of the Director: Community Services
- Coordinate logistical arrangements of meetings (bookings, accommodation etc) including submitting claims for Subsistence and Travelling and updating diaries.
- Handle all calls, faxes, e-mails and visitors on behalf of the Director.
- Coordinate and control all incoming and outgoing correspondences.
- Type all correspondences, minutes, reports and documents.
- Liaise with employees/staff reporting to the Director: Community Services.
- Be responsible for events planning for departmental functions.
- Assist in arrangements with regards to meetings and functions of the Community Services Department.
- Perform other duties as directed by the Director: Community Services

Application form (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 X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.**

Closing date 05 June 2023. 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