



MKHAMBATHINI MUNICIPALITY

The Mkhambathini Municipality hereby invites suitably qualified applicants to apply for the following **CONTRACT** basis positions:

Mayoral Secretary

Total Package: R195 738.00 pa (13th cheque and all benefits inclusive)

Contract from date of appointment till 10/08/2021

MINIMUM REQUIREMENTS:

- A valid Matric Certificate
- Valid Driver's License is essential
- Computer Literacy, Ms Word, Excel, PowerPoint, Access
- Relevant NQF Level 5 tertiary qualification
- Good communication (verbal and written) and presentation skills.
- 3 years relevant experience (Local Government will be an added advantage)
- Ability to work with confidential information and keep confidential.
- Ability to work under pressure and willing to work long hours.

KEY PERFORMANCE AREAS:

- Co-ordinate the day to day activities of the Mayor.
- Co-ordinate logistical arrangements of meetings (bookings, accommodation etc) including submitting claims for Subsistence and Travelling and updating diary of the Mayor.
- Manage telephone, diaries and logistics.
- Handle all calls, faxes, emails and visitors on behalf of the Mayor
- Control access to the Mayor's Office and prioritize appointments
- Liaise with clients on behalf of the Mayor
- Coordinate and Control all incoming and outgoing correspondences
- Type all correspondences, minutes, reports, and documents for the Mayor
- Screen all faxed and received documents, prioritize and ensure adherence to the set deadlines.
- Keep all relevant and confidential documents safe.
- Assist in arrangements with regards to meetings and functions.
- Keep the general filling up to date.

- Other duties as directed by the superiors.

Secretary to Strategic Manager Community Services

Total Package: R195 738.00 pa (13th cheque and all benefits inclusive)

Contract from date of appointment till 31/10/2022

MINIMUM REQUIREMENTS

- A valid Matric Certificate
- Computer Literacy, including but not limited to Ms Word, Excel, PowerPoint, Access and latest Computer programme.
- NQF 6 Diploma in Administration, Office Management or equivalent
- Good communication (verbal and written) and presentation skills.
- Three years in events planning is essential
- Local government experience will be advantageous.
- Ability to work with confidential information.
- Ability to work under pressure and willing to work long hours.

RESPONSIBILITIES:

- Co-ordinate the day to day activities of Manager Community Services.
- Co-ordinate logistical arrangements of meetings (bookings, accommodation etc) including submitting claims for Subsistence and Travelling and updating diaries.
- Manage telephone, diaries and logistics.
- Handle all calls, faxes, emails and visitors on behalf of the Manager
- Coordinate and Control all incoming and outgoing correspondences
- Type all correspondences, minutes, reports, and documents.
- Liaising with employees/staff reporting to the Manager Community Services
- Screen all faxed and received documents, prioritize and ensure adherence to the set deadlines.
- Events planning for departmental functions
- Keep all relevant confidential documents safe.
- Assist in arrangements with regards to meetings and functions of the Community Services Department
- Keep the general filling up to date.
- Other duties as directed by the Manager Community Services.
- The incumbent will be expected to work with other Municipal Managers from time to time.

Application letter **NOT** Z83 application forms (clearly stating the position you are applying for), together with a comprehensive CV and certified copies of qualifications, Id and Drivers License must be sent to the **Municipal Manager, Mkhambathini Municipality, Private Bag X04, Camperdown, 3720** or hand deliver at : **No 18 Old Main Road, Camperdown, 3720.**

Closing date 24 March 2018. Kindly note that should you not be contacted within a period of 30 days after the closing date, consider your application as unsuccessful. Preference will be given to applicants residing within Mkhambathini Municipal jurisdiction.

Enquiries regarding the post can be directed to **Mrs P.A Mncwabe, Human Resources Officer at 031 785 9300.**

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

MS T.C NDLELA
MUNICIPAL MANAGER