



## **INTERNAL ADVERT**

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

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### **DEPARTMENT: TECHNICAL, DEVELOPMENT AND TOWN PLANNING SERVICES SECRETARY-TG7 (PERMANENT POSITION)**

**REMUNERATION: R176 768.88** 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 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**

- Coordinate the day-to-day activities of the Director: Technical, Development and Town Planning Services
- Performing tasks associated with the provision of general support and

telephonist service

- Maintains the Director's correspondence / information and recordkeeping system and accesses records of discussions, instructions and correspondence
- Performing specific tasks / activities associated with the provision of administrative and secretarial support
- Performing tasks associated with the provision of copy-typing (all correspondences, minutes, reports and documents) and related office support to the Director and / or office.
- Ensure the effective organising of meetings/events and related activities thereof to promote professionalism and efficiency.
- Observes and supervises utilisation, application and maintenance of equipment and material to ensure the safekeeping and the good condition thereof.

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 12 July 2024. 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.P. Ngubane. Director: Corporate Services at 0317859310.

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**