



INTERNAL ADVERT

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

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

SENIOR EXECUTIVE SECRETARY-T8 (PERMANENT POSITION)

REMUNERATION: R207,992.04- R269,959.32 Per annum (Task Grade 08 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
- 1-3 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 and provide administration support to the Municipal Manager and office of Political Office Bearers
- Ensure an efficient and professional workflow between the Municipal Manager's

Office and Institutional departments; leads and directs the provision of high-quality executive management and support and contribute to the achievement of key departmental priorities.

- Coordinate, compile and review various reports on behalf of the Municipal Manager i.e. Departmental, Management, EXCO and Council.
- Manage the information system of the Municipal Manager's office between the Mayor, Speaker, Councillors, Management and Staff.
- Coordinate programmes and activities Flowing from Council and Municipal Manager's Office
- Assist in the preparations for HODs performance assessments
- Facilitate internal audit related communication with municipal departments
- 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 07 March 2025. 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. N. Ziqubu: Human Resources Services at 0317859378.

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



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

DEPARTMENT: CORPORATE SERVICES DEPARTMENT

EXECUTIVE SECRETARY-TG7 (PERMANENT POSITION)

REMUNERATION: R184,723.44- R239 784.12 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: Corporate 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.

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Closing date 07 March 2025. Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

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