



Office of the Municipal Manager

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2 Kingfisher Road, Mandeni, KwaZulu Natal, 4490, South Africa
PO Box 144, Mandeni, 4490

www.mandeni.gov.za

MANDENI LOCAL MUNICIPALITY INTERNAL AND EXTERNAL CAREER OPPORTUNITY

The following vacancy exists for a suitably qualified and experienced person to join the staff of Mandeni Municipality within the Economic Development Planning and Human Settlements Department.

EXECUTIVE SECRETARY TO THE DIRECTOR EDPHS (4 YEAR CONTRACT)

Basic Salary: Task Grade 9 (R 165 609 – R 214 976 pa)

Ref: PN 10/2018

Minimum requirements:

- Grade 12 certificate
- 3 year National Diploma in Office Management or equivalent Diploma
- 2 years' experience within an office administration environment
Computer literacy & communication skills are recommended
- Good interpersonal skills, fluent in Speaking & writing both English and isiZulu
- Willing to work under pressure and overtime as and when required

DUTIES

- Supervise the functioning and the management of documents in the office of the Director EDPHS
- Communicate with various internal department on the program of the relevant Department / Office
- Facilitate the submission of Departmental monthly reports.
- Co-ordinate the compilation of Portfolio of Evidence from various units in the performance the relevant Department / Office
- Scheduling and updating appointments and book venues on behalf of the Director EDPHS
- Confirming travel and accommodation details, attending to specific business arrangements and providing information on the itinerary and specific requirements prior to departure or briefing the Director EDPHS in respect of local travel, detailing scheduled arrangements.
- Using word processing and other 'Office applications' to prepare, format and type documentation or correspondence or graphic material and attending to the distribution upon approval and confirmation.
- Attending to the filing of confidential or general documentation and correspondences, removing and inserting copies in specific files.

Executive Committee

Cllr. SB Zulu (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. MPP Zungu (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. NF Ntuli | Cllr. LR Mdletshe | Cllr. X Mdetshe | Cllr. MS Mdunge | Cllr. M Shelembe



- Controlling and updating coding or indexing sequences to facilitate accessibility to information.
- Attending to telephonic calls or visitors to the Office of Director EDPHS, communicating and establishing the nature of the visit or enquiry.
- Checking on the availability of the Director EDPHS to attend to specific issues, detailing the urgency in specific instances to facilitate immediate attention.

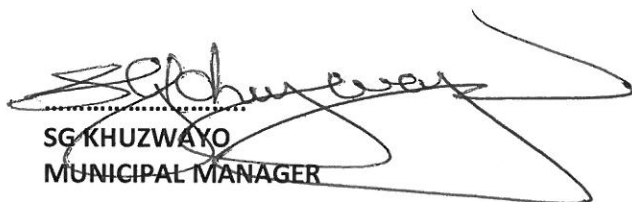
Enquiries must be directed to: Ms. BL Zondo (Manager Human Resource and Employee Relations); tel: (032) 456 8200.

Please forward your application form and full CV with certified photocopies of certificates, quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.

The closing date for applications will be **Friday, 23 February 2018 at 12: pm** if you do not hear from us within 30 days of the closing date consider your application as unsuccessful.

Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building.

NB: the municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment.



SG KHUZWAYO
MUNICIPAL MANAGER