

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 Department.

EXECUTIVE SECRETARY TO DIRECTOR: ECONOMIC DEVELOPMENT, PLANNING AND HUMAN SETTLEMENTS (PERMANENT)

Basic Salary: Task Grade 9 (R 145 524 – R 188 904 pa)
Ref. no. PN 22/2017

Minimum requirements:

- Grade 12 certificate
- 3 year National Diploma in Office Management or equivalent Diploma
- Computer literate & 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 and quarterly reports.
- Co-ordinate the compilation of Portfolio Of Evidence from various units on the performance of the relevant Department / Office
- Scheduling and updating appointments and book venues on behalf of the Director: EDPHS
- Confirm travel and accommodation details, attend to specific business arrangements and provide information on the itinerary and specific requirements prior to departure and/ or briefing the Director in respect of local travel, detailing scheduled arrangements.



- Using word processing and/ or other 'Office applications' to prepare, format and copy type documentation/ correspondence/ graphic material and/ or attending to the distribution upon approval/ confirmation.
- Attending to the filing of confidential/ general documentation and correspondences, removing and/ or inserting copies in specific files and/ or controlling and updating coding/ indexing sequences to facilitate accessibility to information.
- Attending to telephonic calls/ visitors to the Office of the Director, communicating and establishing the nature of the visit/ enquiry.
- Checking on the availability of the Director to attend to specific issues, detailing the urgency in specific instances to facilitate immediate attention.

BENEFITS:

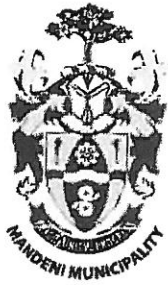
Pension fund, medical aid, attractive leave conditions and 13th cheque, and subject to certain conditions, a housing subsidy.

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 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, 19 May 2017 at 12H00**, 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
ACTING MUNICIPAL MANAGER