



Office of the Municipal Manager

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www.mandeni.gov.za

**MANDENI LOCAL MUNICIPALITY  
INTERNAL/EXTERNAL VACANCY**

Applicants living with disability are encouraged to apply

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position

**DEPARTMENT : CORPORATE SERVICES**  
**POSITION : EXECUTIVE SECRETARY TO THE DIRECTOR CORPORATE SERVICES**  
**TASK GRADE : T09**  
**SALARY NOTCH : R 200 515 PER ANNUM**  
**SALARY SCALE : (R 200 515 pa - R 260 287 pa)**  
**(Subject to Implementation of 2020 T.A.S.K. job evaluation final outcome result)**  
**CLOSING DATE : TUESDAY, 29 DECEMBER 2020 @12:00 PM**  
**REF NO : PN 90/2020**

**MINIMUM REQUIREMENTS:**

- Grade 12 certificate
- Diploma in administration/ Office Administration / office management/ Secretarial studies / public management/ public administration
- Must be computer literate
- 2 years clerical experience
- Valid driver's license

**SKILLS & COMPETENCIES:**

- Communication skills are imperative
- 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 Corporate Services
- 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 Corporate Services

**Executive Committee**

Cllr. TP Mdlalose (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. BL Magwaza (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)  
Cllr. NF Ntuli | Cllr. LR Mdlatshe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelembe



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

**BENEFITS:**

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid, and Pension fund would be applicable to the above post.

**DIRECTIONS TO CANDIDATES:**

Enquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); tel: (032) 456 8200. **Please forward your application form and full CV with certified copies of certificates and 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.** If you do not hear from us within 90 days of the closing date consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website [www.mandeni.gov.za](http://www.mandeni.gov.za) or at any Municipal building. Mandeni residents will be given first preference.

**NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate.**

  
**SG KHUZWAYO**  
**MUNICIPAL MANAGER**

DATE: 08/12/2020