



MANDENI LOCAL MUNICIPALITY ADVERTISEMENT INTERNAL / EXTERNAL VACANCY

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 DEPARTMENT
POSITION	: COMMITTEE CLERK (PERMANENT APPOINTMENT)
TASK GRADE	: T 08
SALARY NOTCH	: R 203 808 per annum
SALARY SCALE	: (R 203 808 pa – R 264 550 pa)
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)	
CLOSING DATE	: FRIDAY, 01 SEPTEMBER 2023 @12:00pm
REF NO	: PN 84/2023

MINIMUM REQUIREMENTS:

- Matric Certificate
- Diploma in Office Administration / Equivalent
- 2 years relevant administrative experience
- Relevant Local Government experience in Committees will serve as an added advantage.
- Ability to communicate in both IsiZulu and English language is essential.
- Valid driver's licence

KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

- Excellent organizing and communication ability and interpersonal skills (tact, diplomacy, and initiative).
- Be able to work independently and display good time management and administration skills.
- Have sound written and verbal communication skills.
- Good communication and presentation skills.



DUTIES:

- Provides secretarial support to Portfolio Committee/ Sub Committee Meetings and internal forums.
- Performs administrative activities associated with preparation of documents and correspondence for circulation.
- Performs tasks/ activities associated with the provision of general office support.
- Attends to queries/ enquires and with respect to requirements and procedures related to the activities.
- Communicating and forwarding response to the enquirer, providing explanations on the content of the responses or referring further request for clarity to the immediate superior

BENEFITS:

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

DIRECTIONS TO CANDIDATES:

Enquires must be directed to Manager: Human Resource and Administration; tel: (032) 456 8200. Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number and attach proof of residence on the prescribed form obtained from Mandeni Municipal Website 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. Certified copies of certificate will be submitted by the shortlisted candidates. 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. 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: 10/08/2023