



UMASIPALA **MTHONJANENI** MUNICIPALITY
MUNISIPALITEIT

Applications are invited from suitable qualified persons for the following position:

EXECUTIVE SECRETARY

SALARY NOTCH T7: R 145 385.28 – R 188 720.40 per annum plus normal benefits

ESSENTIAL REQUIREMENTS:

- Grade 12
- Recognised Secretarial Diploma or equivalent qualification
- Computer Literacy
- At least one year secretarial experience
- Ability to communicate effectively in both English and IsiZulu.
- Proactive in handling daily tasks and duties.
- Good communication skills.

KEY PERFORMANCE AREAS:

- Perform clerical duties.
- Scheduling, confirming and updating the diary of the Director Technical Services as well as alerting and indicating priority/ urgent meeting requiring attention.
- Coordinating of EPWP projects reporting in the organization across all four sectors of the programme.
- Operating the EPWP Reporting system of the National Department of Public Works to report all the EPWP jobs on-line.
- Filing all documents related to EPWP reporting of the projects for Pre-Audit and Auditing Purposes.
- Ensure that all correspondence is attended to.
- Perform all other administrative duties incidental to the optimal functioning of the Director Technical Service's office.

Further information can be obtained from the Human Resources Officer on Tel 035 450 2082, applications consisting of a comprehensive CV, covering letter and certified copies of qualifications and ID should be submitted to: The Municipal Manager, Mthonjaneni Municipality, PO Box 11, Melmoth, 3835.


P P SIBIBA
MUNICIPAL MANAGER

Should you not be contacted within a period of thirty days after the closing date, your application should be deemed as unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant.

No emailed or faxed applications will be accepted.

CLOSING DATE: 20 MARCH 2020