



UMASIPALA **MTHONJANENI** MUNICIPALITY
MUNISIPALITEIT

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

EXECUTIVE SECRETARY TO THE MAYOR
SALARY NOTCH T7: 159 878.28 -R 207 533.52 per annum

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 Mayor as well as alerting and indicating priority urgent meeting requiring attention.
- Ensure that all correspondence is attended to.
- Perform all other administrative duties incidental to the optimal functioning of the Mayor'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 or hand delivered to 41 Symmonds Street, Melmoth 3835.

ZS MTHETHWA
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: 17 JUNE 2022