

NDWEDWE LOCAL MUNICIPALITY
UMKHANDLU KAMASPALA WASENDWEDWE

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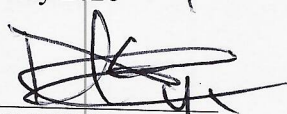
NOTICE OF WITHDRAWAL OF JOB ADVERTISEMENT

The Public is hereby informed that the Job advertisement of the position of Secretary to Director Community and Social Services which was published on the 15th of July 2026 on Wednesday has been withdrawn with immediate effect.

The recruitment process for this position has been discontinued. Any inconvenience caused is sincerely regretted.

We thank all prospective applicants for their interest in joining our Municipality and appreciate their understanding.

Issued by:
Ndwedwe Local Municipality
16 July 2026


SDG KHUZWAYO
MUNICIPAL MANAGER

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DEPARTMENT	: COMMUNITY AND SOCIAL SERVICES
POSITION	: SECRETARY TO DIRECTOR COMMUNITY AND SOCIAL SERVICES
NATURE OF APPOINTMENT	: PERMANENT
TASK GRADE	: 08
SALARY NOTCH	: R 251 910.96
SALARY SCALE	: R 251 910.96 – R 326 963.10 pa
REF. NO	: KZ293COMPS002

KEY REQUIREMENTS

The incumbent must have Matric Certificate, Secretarial/ Office Administration (NQF 5) and a minimum of 12 months' secretarial experience. Valid driver's license minimum code B.

KNOWLEDGE, SKILL & COMPETENCY

- Computer literacy, excellent organizational skills and filing management are pre-requisites.
- The ability to liaise and communicate effectively both in IsiZulu and English will be an added advantage.
- Excellent verbal and written communication skills, with the ability to handle confidential matters.
- Good telephone etiquette is essential.

KEY RESPONSIBILITIES

- Coordinate the activities and requirements associated with the Office of the Director through the application of administrative and secretarial procedures, and execution of sequences associated with the communication, planning, prioritization, and organization of critical, confidential and important appointments, events/ functions and meetings.
- Administrative efficiency and effectiveness.
- Provision of high-quality support to the Office of the Director.
- Ability to produce notes, letters and memoranda on behalf of the Director without assistance.

- Minutes taking, ability to organize, coordinate and set conferences, seminars and workshops for the office of the Director.
- Ability to prioritize issues that require the Director's attention.
- Arrange all appointments and keep the diary of the Director updated.
- Receive/ make telephone calls, receive visitors and attend to all queries.
- Keep confidential records for the office of the Director.
- Provide general Secretarial functions including accommodation, travel and logistical arrangements, filing and report writing.

BENEFITS

13th Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid and Housing subsidy.

If you meet the requirements submit the application on a form obtainable on request or www.ndwedwe.gov.za accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be hand delivered to HR Office No 06 or forwarded through courier services to: **Municipal Manager, Ndwedwe Local Municipality Lot 47 -48 P100 Road, Ndwedwe 4342, Attention to: Mrs. MG Mthembu- Manager Human Resources.**

Enquiries are to be directed to **Manager: Human Resource on this telephone number (032) 532 5000.**

Faxed, e-mailed, Z83 form late applications will not be considered.

CLOSING DATE: 06 AUGUST 2026 @ 16h00

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action.


MR. SDG KHUZWAYO
MUNICIPAL MANAGER

15/07/2026
DATE