



## NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE

DEPARTMENT	: COMMUNITY SERVICES
POSITION	: ADMIN CLERK
NATURE OF APPOINTMENT	: PERMANET
TASK GRADE	: 08
SALARY NOTCH	: R188,679.01
SALARY SCALE	: R 188,679.01 pa-R244,892.38 pa
REF. NO	: KZ293COMPS026

### MINIMUM REQUIREMENTS

The incumbent must have Matric Certificate, minimum National Certificate (N6)/ a three-year National Diploma /Degree in Public Administration plus a minimum of two years relevant working experience within the Public or Local Government sector. Valid driver's license minimum code B.

### KNOWLEDGE, SKILLS & COMPETENCY

- Knowledge of Local government Legislations.
- Good communication and numerical skills
- Computer literacy
- High level of proficiency in writing and analytical skills
- Clear understanding of community structures

### KEY RESPONSIBILITIES

- Co-ordinate's activities and requirements associated with the Office of the Manager 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
- Communicate with Community Development Officer for supporting departments within the municipality to any programme that might need community development or participation issues.
- Assisting for invitation of community meetings, Forums, Committees
- Ability to produce reports, letters, and memos on behalf of the Area Manager without assistance
- Minute taking, ability to organize.
- Ability to prioritize issues that required.
- Arrange all appointments.
- Receive / make telephone calls, receive visitors and attend to all queries.
- Liaise with Community Development officer.

**BENEFITS**

13<sup>th</sup> Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy.

**CLOSING DATE: 25 OCTOBER 2021**

Written application letter together with comprehensive curriculum vitae (CV), certified copies of ID, Driver's licence and all qualifications must be forwarded to: **-The Municipal Manager, Ndwedwe Local Municipality, P/Bag x 503, Ndwedwe, 4342. Attention to: Mrs. MG Mthembu- Acting Manager Human Resources.**

Faxed, e-mailed, Z83 forms and late applications will not be considered. Enquiries can be directed to **Human Resource Office Tel: 032 532 5000**

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.

**APPROVED BY:**

  
**MR. M. HADEBE**  
**MUNICIPAL MANAGER**

05/10/2021  
DATE