



NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASE-NDWEDWE

DEPARTMENT	: COMMUNITY AND SOCIAL SERVICES
POSITION	: SECRETARY TO DIRECTOR COMMUNITY AND SOCIAL SERVICES
NATURE OF APPOINTMENT	: PERMANENT
TASK GRADE	: 08
SALARY NOTCH	: R188,679.01
SALARY SCALE	: R 188,679.01pa-R244,892.38 pa
REF. NO	: KZ293 COMM002

MINIMUM REQUIREMENTS

The incumbent must have Grade twelve, Secretarial Diploma/ Office Administration(NQF5) and a minimum of 12 months secretarial experience. Valid driver's licence minimum Code B.

KNOWLEDGE, SKILL & COMPETENCES

- 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

- Co-ordinates 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 a high quality support to the office of the Director
- Ability to produce notes, letters and memos on behalf of the Director without assistance
- Minute taking, ability to organize, coordinate and set-up 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, Housing subsidy

CLOSING DATE: 19 NOVEMBER 2020

Written application letter together with comprehensive curriculum vitae (CV), certified copies of ID, drivers licence and all qualifications must be forwarded to: - **The Municipal Manager ,Ndwedwe Local Municipality, P/Bag x 503, Ndwedwe, 4342 . Attention to: Mr. BA Buthelezi- Manager Human Resource.**

Faxed, e-mailed,Z83 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:

DATE:


MR. MF HADEBE
MUNICIPAL MANAGER

04/11/2020