



NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASE-NDWEDWE

DEPARTMENT	: MUNICIPAL MANAGER
POSITION	: EXECUTIVE SECRETARY TO THE MUNICIPAL MANAGER
NATURE OF APPOINTMENT	: THREE YEARS CONTRACT
TASK GRADE	: 09
SALARY NOTCH	: R254 022.99
SALARY SCALE	: R254 022.99 – R 329 718.51 pa.(ALL – INCLUSIVE)
REF. NO	: KZ293 MM002

KEY REQUIREMENTS

The incumbent must have Matric / Grade 12, Secretarial Diploma or any equivalent qualification Plus 2 years' experience within in Public/Local Government Sector. Valid Driver's license minimum Code B will be an added advantage.

KNOWLEDGE, SKILL & COMPETENCY

- Excellent computer skills particularly MS Word, MS Project and MS Power point.
- Good Knowledge of Local Government Related Legislation and Policies.
- Ability to speak English and Isizulu fluently.
- Report writing skills.
- Good Coordination and Communication Skills.
- Honesty and integrity.
- Ability to work under pressure.

KEY RESPONSIBILITIES

- Co – ordinate activities and requirements associated with the Executive Office through the application of administration and secretarial procedures and, execution of sequences associated with the communication, planning, prioritization and organizational of critical confidential and important appointments, events/functions, and meetings.
- Administrative efficiency, effectiveness, and professionalism
- Provision of a high-quality support to the office of the Municipal Manager
- Ability to produce notes, letters and memos on behalf of the Municipal Manager without assistance.
- Minute taking, ability to organize, coordinate and set-up conferences, seminars and workshop for the office of the Municipal Manager.
- Ability to prioritize issues that require the Municipal Managers attention.
- Arrange all appointments and keep the diary of the Municipal Manager updated in a professional manner.
- Receive/ make telephone calls, receive visitors and attend to all queries.
- Keep confidential records for the office of the Municipal Manager
- Provide general PA functions including accommodation, travel and logistical arrangements, filing and report writing.

CLOSING DATE: 19 MARCH 2025

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 forwarded through courier services to: **Municipal Manager, Ndwedwe Local Municipality Private Bag x 503, Ndwedwe 4342 , Attention to: Mrs. MG Mthembu- Manager Human Resources.**

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

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.

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MR. DSG KHUZWAYO
MUNICIPAL MANAGER

28/02/2025
DATE