

NDWEDWE LOCAL MUNICIPALITY
UMKHANDLU KAMASPALA WASENDWEDWE

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www.ndwedwe.gov.za



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	: KZ293COMM002

KEY REQUIREMENTS

The incumbent must have Matric Certificate, and any relevant Diploma in Community Services and a minimum of 02 (Two) years experience in Local Government. 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

- Coordinates the activities and requires 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 organisation of critical, confidential and important appointments, event/ functions and meeting.
- Administrative efficiency and effectiveness.

- Provision of high-quality support to the office of the Director.
- Ability to produce notes, letters and memo's 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 Directors 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: 08 OCTOBER 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

15/09/2026

DATE