

NDWEDWE LOCAL MUNICIPALITY UMKHANDLU KAMASPALA WASENDWEDWE

Private Bag X503
Ndwedwe
4342
KwaZulu Natal
South Africa +27 (0)32 532 5000
mm@ndwedwe.gov.za
www.ndwedwe.gov.za



DEPARTMENT	: CORPORATE SERVICES
POSITION	: RECEPTIONIST
TASK GRADE	: 07
SALARY NOTCH	: R213 583.83
SALARY SCALE	: 213 583,83 to 277 247.03 pa.
REF.NO	: KZ293CORP024

MINIMUM REQUIREMENTS

The incumbent must have Matric Certificate plus certificate (N5) in Office Administration/Public Management /Secretariat / Computer Literacy and a two (years) working experience in Local Government or Public Sector.

KNOWLEDGE, SKILLS & COMPETENCY

- Computer literacy, excellent organizational skills, and filling management.
- The ability to liaise and communicate effectively both in IsiZulu and English.
- Excellent verbal and written communication skills, with the ability to handle confidential matters.
- Good telephone etiquette is essential.

KEY RESPONSIBILITIES

- Receive incoming calls, screening and directing them to appropriate staff or recording messages as necessary.
- Welcoming all visitors, public or any persons externally to the municipal office and direct them to appropriate staff.
- Attend all general enquiries and direct them to appropriate staff to ensure service excellence.
- Operating the switchboard.
- Handling the telephonic enquiries and taking full messages.
- Dealing with counter enquiries in an appropriate manner.
- Maintain a good public relations image by being tactful, helpful and diplomatic with all callers.
- Promote a positive image of the municipality by maintaining a high standard of services and proficiency.
- Provide general administrative and clerical support.
- Provide information to internal/external callers.

BENEFITS

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

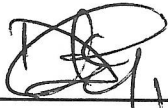
If you meet the requirements submit the application on a form obtainable on request or www.ndwedwe.gov.za accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be hand delivered to HR Office No 06 or forwarded through courier services to: **Municipal Manager, Ndwedwe Local Municipality Private Bag x 503, 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: 20 AUGUST 2025 @ 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**

05/08/2025

DATE