



Office of the Municipal Manager

Tel 032 456 8200
Fax 032 456 2504 / 086 568 9741
Email ceo@mandeni.gov.za

2 Kingfisher Road, Mandeni, KwaZulu Natal, 4490, South Africa
PO Box 144, Mandeni, 4490

www.mandeni.gov.za

MANDENI LOCAL MUNICIPALITY INTERNAL/ EXTERNAL VACANCY

The Mandeni Municipality, affirmative action, and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position.

DEPARTMENT : ECONOMIC DEVELOPMENT PLANNING AND HUMAN SETTLEMENTS DEPARTMENT

POSITION : EXECUTIVE SECRETARY TO THE DIRECTOR EDPHS (PERMANENT APPOINTMENT)

TASK GRADE : T 09

(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)

SALARY NOTCH : R 229 458 per annum

SALARY SCALE : (R 229 458 pa – R 297 858 pa)

CLOSING DATE : FRIDAY, 26 April 2024 @ 12:00 PM

REF NO : PN 30/2024

MINIMUM REQUIREMENTS:

- Grade 12 certificate
- Diploma in administration/ Office Administration / office management/ Secretarial studies / public management/ public administration
- Must be computer literate.
- 2 years clerical experience
- Valid driver's license

KNOWLEDGE, SKILLS & COMPETENCIES:

- Basic knowledge of the local government environment
- The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.
- Able to understand basic verbal instructions from superiors and colleagues; and confirms / clarifies understanding of instructions, thereby avoiding mistakes.
- The ability to identify and deal with ethical issues and conflicts of interest.
- The ability to plan activities within specific timeframes and then to execute these activities according to plan .



Key performance Areas

- Supervise the functioning and the management of documents in the office of the Director EDPHS
- Communicate with various internal department on the program of the relevant Department / Office
- Facilitate the submission of Departmental monthly reports.
- Co-ordinate the compilation of Portfolio of Evidence from various units in the performance the relevant Department / Office
- Scheduling and updating appointments and book venues on behalf of the Director EDPHS
- Confirming travel and accommodation details, attending to specific business arrangements and providing information on the itinerary and specific requirements prior to departure or briefing the Director EDPHS in respect of local travel, detailing scheduled arrangements.
- Using word processing and other 'Office applications' to prepare, format and type documentation or correspondence or graphic material and attending to the distribution upon approval and confirmation.
- Attending to the filing of confidential or general documentation and correspondences, removing and inserting copies in specific files.
- Controlling and updating coding or indexing sequences to facilitate accessibility to information.
- Attending to telephonic calls or visitors to the Office of Director EDPHS, communicating and establishing the nature of the visit or enquiry.
- Checking on the availability of the Director EDPHS to attend to specific issues, detailing the urgency in specific instances to facilitate immediate attention.

BENEFITS:

The pension fund, medical aid, 13th cheque, and housing subsidy subject to certain conditions.

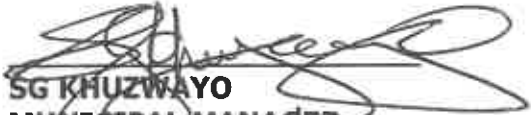
DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Manager HR and Administration; tel: (032) 456 8200. **Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number and attach proof of residence on the prescribed form obtained from Mandeni Municipal Website to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered. Certified copies of certificate will**



be submitted by the shortlisted candidates. If you do not hear from us within 30 days of the closing date, consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building. Mandeni residents will be given first preference.

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with disability are encouraged to apply.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 08/04/2024