



**Umuziwabantu Municipality**

Private Bag X1023

Harding

4680

Tel: 039 4333500 Fax: 039 4331208

**EXTERNAL ADVERTISEMENT**

**MUNICIPAL VACANCIES**

Applications are hereby invited from suitable qualified candidates for the following positions:

Municipality is an equal opportunity, affirmative action employer. The Municipality reserves the right not to make an appointment. Umuziwabantu is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

**EXECUTIVE SECRETARY  
(Office of the Mayor)**

<b>TYPE OF EMPLOYMENT</b>	Fixed-Term Contract
<b>TASK GRADE</b>	07
<b>SALARY</b>	<b>R176 768.88</b>
<b>KEY REQUIREMENTS</b>	A valid Grade 12 certificate • A relevant tertiary qualification from a recognized institution (NQF 6) • Computer literacy including MS Word, Excel, Microsoft Publisher and PowerPoint • Excellent typing skills (Speed and Accuracy) • 12-18 months administrative experience.
<b>MINIMUM KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>• Scheduling, confirming and updating the diary of the Mayor and alerting or indicating priority or urgent meetings requiring attention.</li> <li>• Organizing, confirming and scheduling meetings/ appointments with internal department/ external officials, arranging the venue and attending to catering/ refreshments requirement.</li> <li>• Preparing notification, agendas and minutes for specific meetings (Council/ Committees) and attending to the distribution and/ or arranging for the collection of documentation prior to scheduled meetings.</li> <li>• Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/ or seeking information and approval of communicating response established for specific/ or routine matters.</li> <li>• Perusing Council and Committee Agenda and minutes of meetings and identifying items associated with the section's activities requiring the attention of the Mayor.</li> </ul>
<b>COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Meticulous attention to details • Problem-solving skills and upholding the corporate image • Be able to follow basic instructions as contained in written communication • Able to respond in writing to basic types of communication • Able to understand basic verbal instructions from superiors and colleagues, and confirms/ clarify understanding of</li> </ul>

	instructions thereby avoiding mistakes● Maintain high level of confidentiality.
--	---

The closing date for applications will be <b>Thursday, 28 September 2023 at 16h00.</b>
--

Applications should be made on the application form for employment which may be obtained from the municipal website ([www.umuziwabantu.gov.za](http://www.umuziwabantu.gov.za)), together with a comprehensive Curriculum Vitae, certified copies of qualifications, Valid Code B Driving Licence and be forwarded to:

UMUZIWANTU Local Municipality  
Private Bag X1023  
HARDING  
4680

Or

Hand deliver the application to the Human Resources Office at Lot 3635 Turner Street, HARDING between 07:30 to 16:00.

**ENQUIRIES: The Human Resources Officer, Ms N. Mbambalala at (039) 433 3500.**

**NB: Failure to submit documents listed above will result in disqualification. Background screening and competency assessment will be done to shortlisted candidates.**

The canvassing of councillors and/or management in respect of this position will lead to disqualification of applicant.

*Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control. The Municipality reserves the right not to make any appointment in respect of the advertised posts. Canvassing for this position will lead to disqualification of applications.*

**PLEASE NOTE: THAT NO FAXED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.**

Approved/ Not Approved by:

  
**ADV R BRIJRAJ**  
**THE ACTING MUNICIPAL MANAGER**