



EMAKHAZENI LOCAL MUNICIPALITY

VACANCY

Emakhazeni Local Municipality consists of four units of service namely, Emakhazeni, Dullstroom, Emgwenya and Entokozweni. The municipality is responsible for providing basic services to eight (8) wards, many of which are rural in character. Emakhazeni Local Municipality needs the services of a competent, motivated person with the necessary qualifications and experience for the following vacancy, to assume duties as soon as possible.

- DEPARTMENT** : Infrastructure, Planning and Social Development
- POSITION** : Secretary
- SALARY** : R 130 803.00 per Annum (Task Grade 6)
- REQUIREMENTS** : Grade 12, Diploma in Office Management/Administration with 2-3 years' experience in secretarial/office administration. Computer literacy (office applications).
- DUTIES** : Performs reception and secretarial duties and general office administration in the office of the Senior Manager IPSD. Handle enquiries, take messages, schedule appointments & keep the Senior Manager: IPSD's diary up to date. Confirming travel arrangements and accommodation for the Senior Manager. Arrange meetings and take minutes if needed. Receive & dispatch letters and other internal and external correspondence. Ability to handle office on her/his own when needed. Referring documentation to departmental managers where appropriate. Drafting responses to correspondences upon instruction by the Senior Manager and make follow ups. To provide assistance to Managers in the IPSD department. Sorting and distributing correspondences and filling them, sending receiving and distributing fax messages and e-mails to ensure efficient functioning of the department.
- BENEFITS** : All usual fringe benefits applicable to a category 2 Local Municipality

NOTE: Emakhazeni Local Municipality is an equal opportunity employer and considering Employment Equity, women candidates including those living with disabilities are encouraged to apply. Internal candidates who meet the minimum requirements are also encouraged to apply.

Application forms are available from the Corporate Services Department in Emakhazeni, Dullstroom, Emgwenya and Entokozweni, and should be addressed to:

The Acting Senior Manager Corporate Services, P.O. Box 17, BELFAST, 1100

Enquiries: Mrs. S Matsane @ (013) 253 7600

CLOSING DATE: 26th February 2021 @ 12:00

If you do not hear from us by 31st March 2021 consider your application not successful. The municipality reserves the right to appoint or not to appoint any person.

**GC MTHIMUNYE
MUNICIPAL MANAGER**