



## ADVERTISEMENT

Applications are invited from suitably qualified applicants for the position which exist within uMfolozi Local Municipality.

**EXECUTIVE SECRETARY: CORPORATE SERVICES DEPARTMENT (PERMANENT POSITION)**  
**SALARY: R154 471 P/A (excluding benefits)**  
**TASK GRADE 07 OF A CATEGORY 1 MUNICIPALITY**

**REQUIREMENTS: Matric • Computer Literacy • 9 – 12 months relevant experience**

### **RESPONSIBILITIES:**

**SECRETARIAL:** • Arranging and scheduling appointments on behalf of the immediate superior  
• Confirming travelling and accommodation details and attending to specific business arrangements and briefing on itinerary prior to departure  
• Prepare, format and copy documentation/ correspondence in the office  
• Confirming availability and reserving the Conference/ Board Room  
• Arranging & scheduling meetings with internal/ external departments, professionals, service providers and preparing agendas etc  
• Recording details of discussions, preparing draft minutes during meetings.

**RECEPTIONIST:** • Receiving and communication with guest, complainants, members of the public & establishing the nature of visit and Answering telephone calls, attending to routine enquiries  
• Recording telephone messages in the absence of personnel

**CLERICAL/ OFFICE SUPPORT:** • issuing general items, office consumables and completing requisitions.  
• Receiving, allocating and distributing mail and other general correspondence to departmental personnel for attention.

Applications consisting of a Comprehensive CV in English and completed application forms, certified copies of ID and qualifications should be deposited in the Municipal CV Box which is located at the reception area at No. 25 Bredelia Street, Kwa-Mbonambi, 3915 or be addressed to the Municipal Manager, P O Box 96 Kwa-Mbonambi 3915 on or before 08 September 2020. Application forms are obtainable at the reception or at the uMfolozi Municipal website: [www.umfolozi.gov.za](http://www.umfolozi.gov.za). Failure to attach the required documentation will lead to your application being disqualified.

Enquiries may be directed to the Human Resources unit, Ms BN Dlamini at (035) 580 -1421. The Municipality subscribes to an Affirmative Action Programme, which is non-racist, non-sexist, and non-discriminatory and based on merit. Should you not hear from the Municipality within 60 days of the closing date of the advert, please consider your application as being unsuccessful.

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**MR KE GAMEDE**  
**MUNICIPAL MANAGER**

**ADVERT CHECKED AND CONFIRMED BY:**

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**MS AS SHANDU**  
**ACTING SENIOR MANAGER: CORPORATE SERVICES**

**BUDGET CONFIRMATION**

<b>Vote Number</b>	
<b>Budgeted amount:</b>	
<b>Available amount</b>	

<b>Confirmed by</b>	
<b>Designation</b>	
<b>Signature</b>	

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**MR KN MTHETHWA**  
**CHIEF FINANCIAL OFFICER**

**ADVERT APPROVED BY:**

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**MR KE GAMEDE**  
**MUNICIPAL MANAGER**