

Winnie Madikizela-Mandela Local Municipality

Physical Address
51 Winnie Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal
Manager
Tel: 039 251 0230
Fax: 039 251 0917
mahlakal@mbizana.gov.za

EXTERNAL ADVERT

Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below:-

- 1. POST: EXECUTIVE SECRETARY TO THE MAYOR**
DEPARTMENT: MUNICIPAL MANAGER'S OFFICE
CONTRACT: CONTRACT (ATTACHED TO THE PRINCIPAL)
REFERENCE: MLM/ESM
REMUNERATION: R280 909.00 ALL INCLUSIVE PACKAGE

REQUIREMENTS

- ✓ Grade 12/Matric Certificate;
- ✓ Certificate in Computer Studies;
- ✓ 3 year National Diploma in Secretariat Studies/Human Resources/Public Management/Information Technology will be an added advantage;
- ✓ 1-2 years working experience in administration field;
- ✓ Understanding of local government protocols;
- ✓ Ability to work with people and good communication skills;
- ✓ Fluency in at least two official languages and
- ✓ Be able to work under pressure and beyond normal working hours.

KEY PERFORMANCE AREA

- ✓ Responsible for secretariat duties in the office of the Mayor;
- ✓ Providing an effective and efficient gateway to and from the Mayor;
- ✓ Ensuring effective and efficient operation of the Mayor's office by overseeing the flow of day to day flow of papers, meetings and wider business activities;
- ✓ Ensure timely and effective response to mayoral correspondence;
- ✓ Facilitate and communicate the Mayor's views and decision to the relevant stakeholders;

- ✓ Provide sound relations and interaction between the office of the Mayor and other stakeholders;
- ✓ Make travelling arrangements for the Mayor and manage office diary and
- ✓ Provide administrative support to the Executive Committee.

2. POST: EXECUTIVE SECRETARY TO THE SPEAKER
DEPARTMENT: MUNICIPAL MANAGER'S OFFICE
CONTRACT: CONTRACT (ATTACHED TO THE PRINCIPAL)
REFERENCE: MLM/ESS
REMUNERATION: R280 909.00 ALL INCLUSIVE PACKAGE

REQUIREMENTS

- ✓ Grade 12/Matric Certificate;
- ✓ Certificate in Computer Studies;
- ✓ 3 year National Diploma in Secretariat Studies/Human Resources/Public Management/Information Technology will be an added advantage;
- ✓ 1-2 years working experience in administration field;
- ✓ Understanding of local government protocols;
- ✓ Ability to work with people and good communication skills;
- ✓ Fluency in at least two official languages and
- ✓ Be able to work under pressure and beyond normal working hours.

KEY PERFORMANCE AREAS

- ✓ Responsible for secretariat duties to the office of the Speaker;
- ✓ Provide sound relations and interactions between office of the Speaker and other stakeholders;
- ✓ Make travelling arrangements for Speaker and manage the office diary;
- ✓ Type letters, minutes, reports and programs for the office;
- ✓ Manages all bookings for the council chamber;
- ✓ Receives and responds to all official correspondences directed to the office and
- ✓ Give administrative support to Petitions Committee.

A covering letter clearly stating the position you are applying for, a comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the Municipal Offices during office hours or emailed to: hr@mbizana.gov.za. For more information please contact: **Ms N. Mshweshwe** on **039-251 0230** during office hours. **Closing date 22.12.2021 @ 12pm.**

CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.

Applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



Mr. L. Mahlaka
Municipal Manager