

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:	SECRETARY
DEPARTMENT:	CORPORATE SERVICES
TASK GRADE:	06
DURATION:	ATTACHED TO THE SENIOR MANAGER
REMUNARATION:	R298 927.00 – R363 448.00 ALL INCLUSIVE PACKAGE PER ANNUM
REFERENCE:	WMMLM/JD/CSS

REQUIREMENTS:

- ✓ Grade12;
- ✓ Must be Computer Literate with functionality in Power Point and Excel
- ✓ 2-3 year's work experience in Secretariat and Office Administration,
- ✓ Good verbal and written communication skills,
- ✓ Must be able to work irregular hours and
- ✓ Interpersonal skills and the ability to communicate with internal and external bodies.

KEY PERFORMANCE AREAS:

- ✓ Perform all Secretariat duties for proper organization of the Senior Manager,
- ✓ Prepare all logistics arrangements for all internal and external meetings,
- ✓ Manage all incoming and outgoing correspondences,
- ✓ Follow up on the achievements of all service delivery department targets and program per each quarter and
- ✓ Co-ordinate and consolidate monthly and quarterly reports for the departments.

2. POST:	SECRETARY
DEPARTMENT:	DEVELOPMENT PLANNING
TASK GRADE:	06
DURATION:	(ATTACHED TO THE SENIOR MANAGER)
REMUNARATION:	R298 927.00– R363 448.00 ALL INCLUSIVE PACKAGE PER ANNUM
REFERENCE:	WMMLM/JD/DPS

REQUIREMENTS:

- ✓ Grade12;
- ✓ National Diploma in Office Administration/Human Resources Management or equivalent;

- ✓ 2-3 year's work experience in Secretariat and or Office Administration,
- ✓ Must be fluent in at least two official languages;
- ✓ Must be able to work irregular hours and
- ✓ Interpersonal skills and the ability to communicate with internal and external bodies.

KEY PERFORMANCE AREAS:

- ✓ Perform all Secretariat duties for proper organization of the Senior Manager,
- ✓ Prepare all logistics arrangements for all internal and external meetings,
- ✓ Manage all incoming and outgoing correspondences,
- ✓ Follow up on the achievements of all service delivery department targets and program per each quarter and
- ✓ Co-ordinate and consolidate monthly and quarterly reports for the departments.

An application form (available on the municipal website) must be completed to apply for the position and the reference number quoted, accompanied by a comprehensive CV with traceable references, copies of certificates, ID and driver's licence must be submitted as part of the 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 0230/082 370 7529 during office hours. **Closing date: ...26 July 2023... @ 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