

# Mbizana 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  
lmahlaka@mbizana.org.za

## EXTERNAL-ADVERTMENT

Mbizana Local Municipality is a category 2 Municipality that is committed to affirmative action and provisions Employment Equity Act 55 of 1998. Applications are hereby invited from suitable qualified, experienced, and innovative individuals to fill the vacant position indicated below:

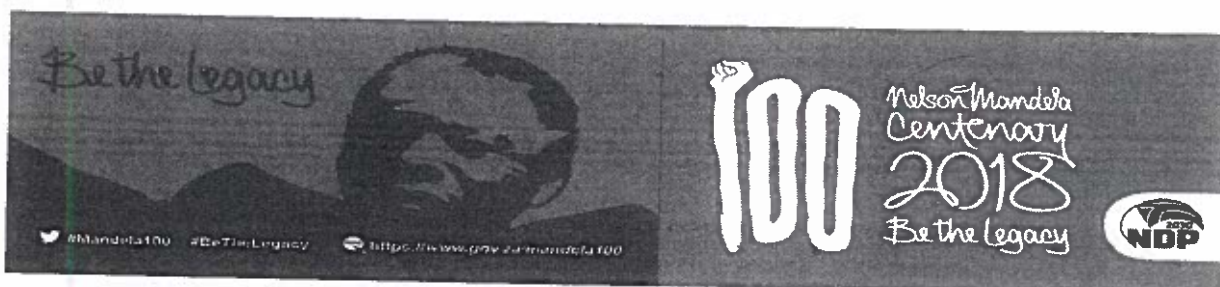
- POST** : **SECRETARY**  
**DEPARTMENT** : **CORPORATE SERVICES**  
**TASK GRADE** : **07**  
**DURATION** : **CONTRACT**  
**SALARY SCALE** : **R 250 847.76 ALL INCLUSIVE PACKAGE PER ANNUM**

### REQUIREMENTS

- ✓ Grade 12,
- ✓ Must be Computer literate with functionality in Powe Point and Excel
- ✓ 2 years' working 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 organisationn of the Senior Manager,
- ✓ Prepare all logistic arrangements for all internal and external meeting,
- ✓ Manage all incoming and outgoing correspondence,
- ✓ Follow up on the achievements of all service delivery departmental targets and programs per each quarter and
- ✓ Co-ordinate and consolidate monthly and quarterly reports for the department.



2. POST : SECRETARY  
DEPARTMENT : ENGINEERING SERVICE  
TASK GRADE : 07  
DURATION : CONTRACT  
SALARY SCALE : R 250 847.76 ALL INCLUSIVE PACKAGE PER ANNUM

#### REQUIREMENTS

- ✓ Grade 12 or Matric Certificate or Equivalent qualification in office administration,
- ✓ Must be Computer literate,
- ✓ 2 years' working experience and approved track record to handle confidential information,
- ✓ Must be fluent at least in two official languages and
- ✓ Be in possession of good Communication skills

#### KEY PERFORMANCE AREAS

- ✓ Responsible for secretarial duties in the office of the Senior Manager,
- ✓ Provide secretarial support to the Senior Manager in dealing with all internal and external stakeholders,
- ✓ Make travelling arrangements for Senior Manager and manages the office diary,
- ✓ Type letters, minutes, programs and compile reports for the office and
- ✓ Attend to telephone enquiries, receives and respond to emails and correspondences sent to Senior Manager's Office.

**NB: Mbizana Municipality is committed to affirmative action and Employment Equity Act 55 of 1998.**

All correspondences should be addressed to: The Corporate Services Senior Manager, Mbizana Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to HR Offices during office hours. For more information, please contact: Mr. Z.S. Jojimali on 039-251 0230. Closing date: 01 June 2018. *Wither*  
15 JUNE 2018

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

**No faxed or emailed applications will be accepted**, 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

