

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhulu.gov.za](mailto:info@umzimkhulu.gov.za)  
Tel: (039) 259 5000/5300  
Fax: (039) 259 0427

CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL  
KZN 435

The uMzimkhulu municipality an equal opportunity employer requires the services of suitable qualified, skills and experienced candidate for the under mentioned challenging position.

### **ADVERTISEMENT**

#### **1. Executive Secretary (Finance Department) TG 7**

**Permanent position**

**ANNUAL SALARY: R 145 385.28**

#### **MINIMUM REQUIREMENTS**

- Matric
- Diploma in Office Administration/ in Finance and Accounting
- Computer Literacy Office Applications
- 1-2 years' relevant experience.

#### **KEY PERFORMANCE AREAS:**

- Take minutes in meetings and maintain the Chief Financial Officers diary – make appointments for them,
- Arrange meetings, book venues and accommodation where necessary,
- Perform all administrative functions like filing, typical, binding documents, photocopying and faxing,
- Screen all incoming calls for the Budget & Treasury Office as well as taking messages.
- Responsible for maintaining records in regards to correspondence and mail received.
- Taking minutes of meetings held for the Budget & Treasury Office.
- End user for each department with regards to the municipal financial system (munsoft).
- Maintaining stocks of standard forms and stationery and completing

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requisition orders to facilitate the replenishment of items prior to depletion.

**All applications with comprehensive Curriculum Vitae and Application letter, Certified copies of educational qualifications must be addressed to:**

The Municipal Manager

Attention: Deputy Manager Corporate Services

UMzimkhulu Municipality

P.O. Box 53

UMzimkhulu

3297

Or hand delivery to 169 main street UMzimkhulu Municipality Old Main Building to the Deputy Manager Corporate Services Office.

**CLOSING DATE: 11 March 2020**

Enquiries can be directed to the Deputy Manager Corporate Services. **No faxed or emailed application will be accepted.** UMzimkhulu Municipality is an equal opportunity employer with strong gender bias, woman disabled candidates are encouraged to apply.

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**Mr Z.S SIKHOSANA**  
**MUNICIPAL MANAGER.**