

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhulu.gov.za
Tel: (039) 259 5000/5500
Fax: (039) 259 0427

CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL
KZN 458

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 TO DIRECTOR: STRATEGIC PLANNING, HOUSING AND LED (TG 7) PERMANENT POSITION

SALARY SCALE: R184 728.00 Per Annum

Applicable Benefits: Medical Aid, Pension, 13th Cheque, Homeowners allowance.

MINIMUM REQUIREMENTS

- Matric
- Diploma /Bachelor's Degree in Office Administration/Public Management/Secretarial Diploma or equivalent.
- Computer Literacy in Office Applications will be an added advantage.
- 1-2 years' relevant experience.

KEY PERFORMANCE AREAS:

- Provide secretarial/ receptionist support to the Senior Manager, receive telephone calls, manage the diary of Senior Manager, and compile realistic schedules of appointments.
- Renders administrative support ensure the effective flow of information and documents from the office, scrutinize routine submissions/reports, and make notes.
- Provide support regard meetings, scrutinize documents to determine logistical arrangements for meetings.
- Assist the Director in managing and monitoring department performance.
- Confirm travel and accommodation details, attend to specific business arrangements and brief management on itinerary and specific requirements prior to departure.

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All applications with comprehensive curriculum Vitae and application letter, certified copies of educational qualification must be addressed to:

The Municipal Manager

Attention: Director Corporate Services

UMzimkhulu Municipality

P.O BOX 53

UMzimkhulu

3297

Or hand delivery to 169 main street UMzimkhulu Municipality Old Main Building to the Registry Office.

CLOSING DATE: 11 February 2025

Enquires can be directed to the Director 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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DR. C.A NGQOYIYA

MUNICIPAL MANAGER.