



## INTERNAL/EXTERNAL VACANCY

Maphumulo Municipality invites applications from suitably qualified and experienced individuals **within the municipal area of jurisdiction** for appointment to the following post.

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| <b>POST</b>                  | <b>: EXECUTIVE SECRETARY TO THE SPEAKER</b>             |
| <b>SALARY (Task Grade 7)</b> | <b>: R 184 723. 44 – R239 784. 12 per annum</b>         |
| <b>CONTRACT</b>              | <b>: FIXED (LINKED TO THE SPEAKER'S TERM OF OFFICE)</b> |
| <b>REFERENCE</b>             | <b>: 294MMICPP004</b>                                   |

### Basic Qualifications and Experience

NQF level 5 qualification in Office Management / Administration or any related equivalent qualification is a prerequisite. Two years' administration experience. Secretarial experience will be an added advantage. Computer literacy. Ability to communicate in both IsiZulu and English Languages.

### Knowledge, Skills and Competencies Required

General understanding of local government. Knowledge of local government systems, procedures and processes. Good interpersonal skills. Ability to meet deadlines. Ability to work under pressure. Planning and report writing skills.

### Key Performance Areas

Scheduling and confirming meetings. Updating the diary and further reminding the Speaker about scheduled meetings/events. Copy, typing and formatting documents/ reports. Filing the correspondence directed to the Speaker. Attending telephonic calls and visitors. Recording details of enquiries and/or messages in the absence of the Speaker and forwarding for attention upon availability. Providing secretarial services during the Speaker's meetings.

### Fringe benefits:

In addition to the above salary for the post, the municipality will offer a 13<sup>th</sup> cheque and further contribute towards the employee's Provident Fund and Medical Aid in accordance with its policy.

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If you meet the requirements for this post, please forward your application on a municipal application form (**obtainable from the website or municipal offices**) accompanied by **application letter, detailed Curriculum Vitae, certified copies of your tertiary qualification certificates** to the **Municipal Manager**, Maphumulo Municipality, Private Bag X 9205, Maphumulo 4470. All applications and enquiries must be directed to **Mr. N D Hlongwa, Tel (032) 481 4500. (Applications that are on Z83, incomplete, late, faxed or e-mailed applications will NOT be accepted)**

**CLOSING DATE: 30 JANUARY 2025 @ 16h00.** Communication will only be with short-listed candidates. If you do not hear from us within two weeks after the closing date, please consider your application as unsuccessful. The Council reserves the right to make or not to make any appointment.

*(Preference will be given to women and people with disabilities to address equity imbalances in the municipality)*

  
T KHULUSE  
MUNICIPAL MANAGER