



EMADLANGENI MUNICIPALITY

Emadlangeni Municipality as an equal opportunity, affirmative action employer with its legislative and executive seat in Utrecht invites suitably and qualified candidates to apply and fill the following vacant positions:

OFFICE OF THE MUNICIPAL MANAGER

POSITION: PERSONAL ASSISTANT

Salary: R202 670,64

Requirements:

- Matriculation.
- An appropriate level of tertiary education and / or Diploma in Public Administration plus 2 years' experience as a secretary in the working environment
- Ability to Speak English fluently
- Computer Literacy (Ms word, Ms PowerPoint and Ms Excel).
- Good Knowledge of Local Government Related Legislation and policies
- Good organisational and communication skills.
- Driver's license

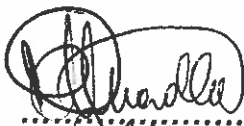
Responsibilities:

- Reporting directly to the Municipal Manager, the successful incumbent will be responsible for the following:
 - Schedule, confirming and updating the diary of the Municipal Manager
 - Organising, confirming and scheduling the meetings / appointments with internal departments and external personnel
 - Perusing Council and Committee Agenda and Minutes of meetings and identifying with items requiring the attention of the Municipal Manager
 - Maintains and access records of discussions, instructions and corresponds.
 - Screen all calls and visitors, take messages and returns calls
 - Receiving and communicating with guests, complaints and / or members of the public, establishing the nature of the visit and redirecting to appropriate personnel for attention.
 - Attend to the filing of confidential / general documentation and correspondences, removing and / or inserting copies in specific files and / or controlling and updating coding sequences to facilitate accessibility to information.
 - Performs administrative activities associated with preparation of documents and correspondences for circulation.

Detailed CV's can be forwarded to the Acting Municipal Manager: Emadlangeni Municipality, 34 Voor Street Utrecht: 2980 or P O Box 11, Utrecht: 2980. For further information, you may contact the Human Resources Office at 034 331 3041.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 30 days of the closing date, you should consider your application as being unsuccessful. The Municipality will not take responsibility for information not mentioned in applications and will not be held responsible for lost applications unless proof of submission can be supplied.
- **NO** late, e-mailed or faxed applications will be accepted.
- Shortlisted applicants may be required to undergo proficiency test.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Municipality adheres to the provisions as contained in the Employment Equity Act to ensure the representivity through the process of affirmative action.
- Reference checks will be done.
- Applicants may be subjected to a vetting process.
- Only Foreign qualifications accredited by the South African Qualifications Authority will be considered.
- **No recruitment agency contracted by Emadlangeni Local Municipality. Applicants shall be vigilant about scammers calling using own cellphone offering jobs on behalf of the Municipality. The Municipality will conduct recruitment and selection fair without involving any agency and the municipality request applicants to report scammers to SAPS.**

CLOSING DATE: 8 APRIL 2022



.....
MRS G.N. MAVUNDLA
ACTING MUNICIPAL MANAGER
EMADLANGENI LOCAL MUNICIPALITY