



A BETTER PLACE FOR ALL

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EXTERNAL ADVERT CORPORATE SUPPORT SERVICES

Dr. Nkosazana Dlamini Zuma Local Municipality hereby invites applications from suitability qualified and experienced individuals for appointment to the following position.

**VACANCY 1: Personal Assistant/Executive Secretary to the Senior
Manager: Corporate Support Services (T.G 07)**

REMUNERATION: R 167 712.36 P. A Plus Normal Municipal Benefits

REQUIREMENTS:

- National Senior Certificate (grade 12).
- B/Degree or National Diploma in Office Administration or any other relevant qualification
- Minimum of 2 years relevant experience
- Excellent computer skills, particularly MS Word, MS Excel and PowerPoint.
- Good telephone etiquette skills.
- Be fluent in both isiZulu and English
- Be able to maintain a high confidential information.
- Ability to work under pressure and extended hours

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Provide strategic support and assistance to the Senior Manager Corporate Support Services.
- Liaise with subordinates that are reporting to the Senior Manager Corporate Support Services
- Handle both incoming and outgoing correspondences.

- Act as a link between the office of the Senior Manager Corporate Support Services, the Municipal Manager and any other departments to ensure proper coordination of functions.
- Make travelling arrangements and bookings for the Senior Manager Corporate Support Services.
- Ensure that all relevant reports are submitted timeously to the Senior Manager Corporate Support Services.
- Act as coordinator between the Senior Manager Corporate Services and relevant departmental units.
- Manage the diary of the Senior Manager Corporate Support Services.
- Perform administration duties and prepare the weekly programme for the Senior Manager Corporate Support Services.
- Arrange meetings, prepare agendas and type minutes for departmental meetings.
- Follow up on decisions taken at the meetings.

Enquiries: Mr S.A. Radebe 060 521 8374 \ (039) 833 1038 (During Office Hours 08:00am to 16:00 pm)

Please note: Applications must be submitted with a signed **Application Form** which can be found on our website **www.ndz.gov.za** accompanied by Curriculum Vitae with three references, certified copies of your academic qualifications, ID and Driver's license,

NB: PLEASE NOTE: No faxed, emails or late applications will be accepted. Correspondence will only be entered into with short-listed candidates, should you not receive correspondence within one month after closing date, please consider your application as unsuccessful.

The Municipality reserves the right not to make any appointment.

Please forward your application to Mr. N.C. Vezi, the Municipal Manager, Dr Nkosazana Dlamini-Zuma Local Municipality, P.O Box 62, Creighton, 3263 or Hand-deliver to: Municipality Building, Main Street, Creighton 3263 or 32 Arbuckle Street, Himeville, 3256 (During office hours from 08h00 to 16h30).

CLOSING DATE: 09th December 2022 AT 16:00PM

Dr Nkosazana Dlamini-Zuma Municipality is an equal opportunity and Affirmative Action employer. We are committed to the achievement of diversity, equity and maintenance of representation in terms of race, gender and disability.




MR. N C VEZI
MUNICIPAL MANAGER

