



A BETTER PLACE FOR ALL

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EXTERNAL ADVERTISEMENT

Dr. Nkosazana Dlamini – Zuma Local Municipality hereby invites applications from all suitable, qualified, and experienced individuals for appointment to the following positions.

DEPARTMENT OF CORPORATE SUPPORT SERVICES

POSITION: Executive Secretary to the Senior Manager of Corporate Support Services. (T.G 07)

REMUNERATION: R 176 768,82 P. A plus Normal Municipal Benefits

REQUIREMENTS:

- National Senior Certificate (grade 12).
- National Diploma Office Administration, Public 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 highly confidential information.
- Must be able 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 Senior Manager: Corporate Support Services.
- Handle both incoming and outgoing correspondences.
- Act as a link between the office of the Corporate Support Services and any other departments to ensure proper coordination of functions.
- Make traveling 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 a coordinator between the Corporate Support Services and relevant departmental units.
- Manage the diary of the Senior Manager: Corporate Support Services.
- Perform administration duties and prepare the weekly program for the Senior Manager: Corporate Support Services.
- Arrange meetings, prepare agendas, and type minutes for departmental meetings and any other meetings.
- Follow up on decisions taken at the meetings.
- Perform any other duties that may be delegated by a superior.

Inquiries: Mr. S.A Radebe 060 521 8374 / (039) 833 1038) (During office hours 08:00 am to 16:00 pm)

Please note: Applications must be submitted on a signed **Dr. Nkosazana Dlamini Zuma Application Form** that can be obtained on our website www.ndz.gov.za accompanied by Curriculum Vitae with three references, certified copies of academic qualifications, ID, and Driver's license where applicable not older than 3 months. **No faxes, e-mails, or late applications will be accepted**

Please note acting in line with Section 71B.(1) of the Municipal System Act, 2022, as Amended (ACT NO.3 OF 2022) No municipal staff member is allowed to hold any political office in a permanent, temporary, or acting capacity, while in the employ of the municipality.

The Municipality reserves the right not to make an 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 Arbuckle street, Himeville, 3256 (During office hours from 08h00 to 16h30).

Closing Date: 29 SEPTEMBER 2023 at 16:00 p.m.

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



MR. N.C VEZI

MUNICIPAL MANAGER

