

## LOCAL ADVERTISEMENT

**Ubuhlebezwe Local Municipality invites applications for suitably qualified candidates for appointment to the following positions:**

### OFFICE OF THE MUNICIPAL MANAGER

**Secretary To Executive Committee (EXCO) Members & Speaker (Fixed Term Contract Attached to the Office Term of Councillors)**

**Salary Scale: R120 889.75 – R156 105.84 Per Annum**

Applicable benefits: Medical Aid, pension, 13<sup>th</sup> cheque, home owner's allowance

#### MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Secretarial Diploma
- At least 2 years' experience as an Executive Assistant
- Excellent Computer skills particularly Ms Word, Ms Excel, Ms PowerPoint
- Good telephone etiquette
- Excellent interpersonal and communication skills
- The ability to work under pressure and to work extended hours
- Knowledge of IsiZulu will be an added advantage

#### Key Performance Areas

- Providing strategic support and assistance to the Executive Committee (EXCO) members and the Speaker.
- Managing offices and appointments of the Speaker and EXCO members.
- Performing secretarial and administrative duties.
- Liaising with councillors that are reporting to EXCO members and Speaker.
- Handling both incoming and outgoing correspondence.
- Acting as a link between the offices of the Speaker, EXCO Members, the office of the Mayor and the Municipal Manager
- Making travel arrangements and bookings for the EXCO Members and the Speaker.
- Attending to visitors and queries.
- Managing the diaries of EXCO members and the Speaker.
- Performing reception duties and preparation of weekly programme for the Exco Members and the Speaker.
- Arranging meetings, preparing agenda, taking minutes at meetings.
- Following up on decisions taken at meetings.

**Ubuhlebezwe Municipality is an equal opportunity and affirmative action employer.**

**A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, Ixopo, 3276 by not later than 16h00 on 10 December 2021. Alternatively, applications can be hand delivered at: Ubuhlebezwe Municipality, 29 Margaret Street, Ixopo, 3276. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful. All enquiries should be directed to the HR Officer, Ms B Nondabula at (039) 834-7700.**

**Council reserves the right not to make any appointment into the abovementioned positions.**

  
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**GM Sineke**  
**Municipal Manager**