



MKHONDO

LOCAL MUNICIPALITY

EXTERNAL ADVERT

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging positions of

DEPARTMENT: CORPORATE SERVICES **DIVISION: POLITICAL OFFICES**

SENIOR SECRETARY
OFFICE OF THE EXECUTIVE MAYOR
Ref: CS/EM/SSEM/01
OFFICE OF THE SPEAKER
Ref: CS/SP/SSSP/01
WHIP OF COUNCIL
Ref: CS/WP/SSWP/01

**Fixed-term contract of employment linked to the
term of office of the public office bearer**

MINIMUM REQUIREMENTS

- Grade 12
- Computer Literacy: MS Office
- Relevant Secretarial Certificate
- 2 to 5 Years of experience on an administrative environment

ADDED ADVANTAGES

- Diploma in Secretarial / Office administration/ Office management or relevant N6
- Driver's License

OTHER REQUIREMENTS

- Attention to detail
- Incumbent must be able to handle difficult stakeholders with tact and diplomacy.
- Incumbent must be trustworthy and able to maintain strict confidentiality at all times.

RESPONSIBILITIES

- Performing secretarial duties
- Logistical arrangements for the Executive Mayor / Speaker / Whip of Council
- Stakeholder engagement and customer relations management
- Office administration functions.
- Drafting of agendas and minutes for meetings.
- Recording and controlling correspondence register.

Remuneration: R 342 748 per annum (excluding benefits)

CLOSING DATE & TIME: 25 March 2024 @ 12h00

Enquiries: Ms. Wendy Mahlangu or Ms. Lyzette Botha at 017 004 0197

To apply:

Please forward your application on the form “Application for Employment” that can be obtained from our offices or on the Municipal website, concise CV together with original certified copies (not older than three months) of all relevant qualifications, Identity Document and Valid Driver’s License with at least three contactable references to

Hand delivery

or

Post

Senior Manager: Human Resources
Civic Centre
Corner Mark and De Wet Street
Piet Retief
2380

Senior Manager: Human Resources
Mkhondo Local Municipality
P.O. Box 23
Piet Retief
2380

Failing to sign the “Application for employment” form will constitute an automatic disqualification

Note: Correspondence will be conducted with short-listed candidates only

No faxed or e-mailed applications will be accepted

Vetting and screening may be done on successful candidates

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipal is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

Mkhondo Local Municipality Reserves the right not to make an appointment.

**MJ MKHONZA
ACTING MUNICIPAL MANAGER**