



EHLANZENI DISTRICT MUNICIPALITY
(AN EQUAL OPPORTUNITY EMPLOYER)
SITUATED IN NELSPRUIT IN THE MPUMALANGA PROVINCE

APPLICATIONS ARE INVITED FROM COMPETENT PERSONS TO FILL THE FOLLOWING POSITION:
SECRETARY TO THE GM: STRATEGIC SERVICES (POST LEVEL 8)
(Previously disadvantaged individuals and people with disabilities are encouraged to apply)

REF: SECRETARY TO THE GM: STRATEGIC SERVICES

- Remuneration:** Annual salary – R331 084.56 per annum plus Housing subsidy, Pension, Medical Aid
Appointment will be in accordance with the Conditions of Service of Ehlanzeni District Municipality. The successful candidate will be required to sign a performance agreement annually.
- Requirements:** Grade 12 plus secretarial/Advanced Executive Secretarial Diploma, 2-3 years' experience. Experience as a secretary will be an additional advantage. Proven ability to communicate at all spheres of government and build relationships with stakeholders across the board. Good written and verbal communication skills. Must be in a position to work independently.
- Competencies:** Self-motivated and driven, Analytical Skills, Assertive when addressing compliance issues, Problem solving skills (complex), Good Communication skills (verbal and written), interpersonal skills, reports preparation skills, displays integrity, confidentiality and professionalism.
- Key Performance Areas:** Provide administrative support in the accomplishment of specific reporting deadlines. Maintain records and related information. Ensure that telephonic calls and enquiries are attended to promptly and professionally. Performs all activities/tasks associated with the provision of secretarial services to the office of the General Manager.

Closing date: 15 June 2023

N.B. Application forms can be downloaded from the EDM website: www.ehlanzeni.gov.za. Completed Application form for Employment, CVs with certified copies of qualifications **WITH THE CORRECT REFERENCE ON THE EMAIL SUBJECT LINE** must be scanned and emailed to recruitment@ehlanzeni.gov.za. No late or faxed applications will be considered. No Hand or Post delivery.

Should you not receive a response within thirty (30) days from the closing date, please consider your application as unsuccessful. Correspondence will only be entered into with shortlisted candidates. Council nevertheless appreciates the interest shown by applicants.

The Municipal Manager
Ehlanzeni District Municipality
PO Box 3333, Mbombela, 1200

For further information contact the General Manager: Corporate Services on telephone No (013) 759 8637/8571.


Dr NP MAHLALELA
MUNICIPAL MANAGER

