



**ILEMBE DISTRICT MUNICIPALITY
CORPORATE GOVERNANCE DEPARTMENT
SECRETARY**

SALARY LEVEL: 10 (R112 538.00- R128 690.80)

Ilembe District Municipality hereby invites applications from persons with relevant and appropriate qualifications and experience for the **Secretary to Director: Corporate Governance**

REQUIREMENTS:

- National Diploma in Office Management/Administration/Secretarial or equivalent qualification
- Minimum three years (3) executive secretary experience
- Proficiency in MS office software (Word, Excel, PowerPoint and Outlook)

KEY ROLES AND RESPONSIBILITIES:

- Provide executive secretarial duties
- Set up appointments and general management of diary and office
- Make logistical arrangements for meetings, functions, conferences and any event including travelling arrangements in the office of the Director
- Generate, compile and maintain an accurate record of all memos submission and correspondence (manual and electronic)
- Tracking of all documents, photocopying, faxing and filing

SKILLS AND ATTRIBUTES:

- Ability to prioritize multiple tasks
- Able to work under pressure and meet deadlines
- Ability to deal effectively with individuals at all levels, including members of senior management and Councilors
- High level of confidentiality/ and top secret information
- Understanding of state protocol
- Self starter, friendly, disciplined, accurate, precise, independent and diplomatic
- High level computer skills, power-point, excel etc and administrative skills
- Strong communication and interpersonal skills

BENEFITS: 13th Cheque, generous leave, subsidised pension, medical aid, additional provident fund and home ownership scheme subject to certain conditions.

Kindly forward your application letter together with your detailed Curriculum Vitae and certified copies of ID and qualifications to: The Municipal Manager; iLembe District Municipality, P.O Box 1788, KwaDukuza 4450 or hand deliver at 59/61 Mahatma Gandhi Street, KwaDukuza

All technical enquiries are to be directed to the **Director: Corporate Governance Mr E Shozi** on telephone **(032) 437 9504/14**, and all administrative enquires are to be directed to **Manager HR, Ms SS Ngiba on (032) 437 9348/9524**. The closing date for the submission is 21 July 2011 at 16h00. **Please note:** Incomplete, faxed and emailed applications received after closing date **WILL NOT** be considered. Should you not be contacted by this office within three months (3) of the closing date, kindly consider that your application was not successful. Human Resource Section will not take any responsibility for registered mail.



MD NEWTON
MUNICIPAL MANAGER