

**EMALAHLENI LOCAL MUNICIPALITY**  
**EXTERNAL & INTERNAL ADVERT**

Emalahleni Local Municipality is an equal opportunity employer committed to the promotion of equity and equality.

The appointment of a candidate is at the Emalahleni Local Municipality's sole discretion, taking into account factors which Council considers relevant, including but not limited to Employment Equity. Council also adheres to OHS Act and Non-Smoking Policy.

Emalahleni Local Municipality reserves the right to appoint the suitable candidate in line with the affirmative Action Strategy.

Suitably qualified females and people with disabilities are encouraged to apply.

The submission of an application gives Emalahleni Local Municipality the right to make enquiries necessary to obtain information regarding the applicant's background (vetting). Such enquiry will include current and previous employers as well as academic institutions.

The Municipality hereby invites applications from suitable qualified candidates for the following positions:

<b>VACANCY</b>	<b>PERSONAL ASSISTANT TO THE EXECUTIVE MAYOR FIXED TERM CONTRACT (LINKED TO THE CURRENT INCUMBENT)</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	*An appropriate National 3 Years Diploma or NQF Level 6 qualification, and /or relevant experience *Valid Code (B) driver's license
<b>KEY RESPONSIBILITIES</b>	*Providing a comprehensive administrative support to the Office of the Executive Mayor Extensive liaison with internal and external stakeholders *Compiling of the Executive Mayor's reports and speeches *Co-ordinating the Executive Mayor's programme and rendering logistical support *Co-ordinate the Executive Mayor's functions *Representing the Executive Mayor in selected meetings *Providing policy advice and technical support *Conducting research on twinning agreements with local, national and international municipalities *Manage and monitor all programmes/projects emanating from the twinning agreements *Facilitate Executive Mayor delegations visits abroad * Strengthen intra and inter governmental relationships and liaison systems of the Executive Mayor *Advises on usage of the Council's coat of arms, flags and other notable systems of the Municipality * Liaise between the Office of the Executive Mayor and the Office of the Municipal Manager *Perform all duties and functions as required
<b>CORE MANAGERIAL &amp; OCCUPATIONAL COMPETENCES</b>	*Computer literacy, analytical and good writing skills *Programme and project Management *Financial Management *Service Delivery Management *Problem Solving Management *People Management & Empowerment *Client Orientation & Customer Focus *Ability to Communicate in two or more official languages within the locality *Competence in Self Management *Knowledge of Performance Management & Reporting *High degree of confidentiality *Willingness to work irregular hours

<b>REMUNERATION</b>	<b>R760 680.00 per annum Level 2 of Grade 6</b>
<b>VACANCY</b>	<b>SECRETARY TO THE EXECUTIVE MAYOR FIXED TERM CONTRACT (LINKED TO THE CURRENT INCUMBENT)</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	*Grade 12 *Recognized Secretarial qualification with relevant experience in office administration *Computer literate *5 years experience as a Secretary to a Senior Manager/ Office *Valid driver license (Code B) will serve as an advantage.
<b>KEY RESPONSIBILITIES</b>	*Managing the office of the Executive Mayor *Managing the diary of the Executive Mayor *Prioritizing, planning, confirming and canceling appointments *Administrative tasks like writing, typing, faxing, coping, filing etc. *Co-ordinate programmes and events for the office *Making travel and accommodation arrangements (local and abroad) *Managing incoming and outgoing correspondence * Ensure that the Executive Mayor is fully prepared for all meetings and other engagements *Drafting letters and internal memorandums and typing *Filling documents of the Executive Mayor *Handling all logistical arrangements for catering, meetings, workshops, conferences, serving tea and/or refreshments *Preparing other secretarial functions such as taking minutes when so required and provide required documentation *Executive report writing.
<b>KEY COMPETENCIES</b>	*Excellent typing speed and accuracy skills *Professional telephone etiquette *Excellent listening skills *Good communication skills *Good interpersonal relations *Ability to work independently *Planning skills *Writing skills *Good command of spoken and written English *Able to handle pressure as well as meet tight deadlines *Handle pressure as well as meet tight deadlines *Awareness of protocol matters *Prepared to work irregular/flexi hours.
<b>SALARY</b>	<b>R411 072.00 per annum Level 6 of Grade 6</b>
<b>VACANCY</b>	<b>SECRETARY TO THE WHIP - FIXED TERM CONTRACT (LINKED TO THE CURRENT INCUMBENT)</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	*Grade 12 *Recognized Secretarial qualification or equivalent with relevant experience in office administration *1 year experience as a Secretary and officiate in computer literacy
<b>KEY RESPONSIBILITIES</b>	*Managing the office of the Whip *Managing the diary of the Whip *Prioritizing, planning, the diary to the Whip *Making travel and accommodation arrangements efficiently *Handling all logistical arrangements for meetings/workshops in the office of the Whip *Preparing other secretarial functions such as taking minutes and filling
<b>KEY COMPETENCES</b>	*Excellent typing speed and accuracy skills *Professional telephone etiquette *Excellent listening skills *Good communication skills *Good interpersonal relations *Ability to work independently *Planning skills *Writing skills *Awareness of protocol matters *Ability to work under pressure *Willingness to work flexi hours
<b>SALARY</b>	<b>R411 072.00 per annum Level 6 of Grade 6</b>

<b>CLOSING DATE</b>	<b>11 MARCH 2022 AT 12:00</b>
<b>ENQUIRIES</b>	<b>Ms. BM Zitha/ Mr. ML Sithole Tel: 013 690 6358 / 6537</b>

Please send your **CV together with certified copies of your qualifications, driver's license and identity document**, to the Manager: Human Resources, P.O. Box 3, Emalahleni, 1035, or submit your CV at:

**Administration Building  
Civic Centre  
Mandela Street  
eMalahleni  
1035**

**PLEASE NOTE: CANDIDATES INVITED FOR INTERVIEWS MUST BRING THEIR ORIGINAL QUALIFICATIONS CERTIFICATES.**

If no response is received from Emalahleni Local Municipality within 30 days after the closing date, it must be regarded that your application has not been successful. Correspondence will only be entered into with short-listed candidates.

**PLEASE NOTE: THAT NO FAXED OR E-MAIL APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED.**