



## NOTICE BOARD ADVERTISEMENT

The KwaDukuza Municipality seeks to fill the following positions and accordingly invites applications from persons **who meet the requirements** as indicated. **Please note that the post title and post identification number (KZ292.) MUST be indicated on your application which MUST be accompanied by certified copies of your qualifications, identity document and driver's licence where applicable.** Applicants are also advised to ensure that their applications address the selection criteria in terms of qualifications, experience and any other requirements as set out in the relevant advertisement as shortlisting will be based on these selection criteria.

Post Title	SECRETARY
Period	Fixed 9 months contractual appointment with an option to extend to a maximum of 5 years.
Business Unit	CIVIL ENGINEERING SERVICES AND HUMAN SETTLEMENT
Reference	KZ292CEHPMI002
Task Grade	TASK GRADE 6-R 141 992.88 - R 184 334.52)
Notice number	MN 87/2022
Requirements	A Gr. 12 / Matric + Computer Literate (MS Word, Excel, Power Point) & Minimum 3 Years Local Government Administrative Experience in a Municipal Environment preferable at Technical / Engineering Department / Directorate / Unit, a valid Code B/08 Driver's License .
Duties	<ul style="list-style-type: none"> <li>• Provide assistance on meeting logistics, diary management at a directorate level by coordinating the diary of departmental management; setting up directorate meetings by preparing agenda, keeping and typing of minutes of meetings; attend to matters arising from the minutes regarding clerical functions; manages the logistics for meetings; typing of reports and minutes; monitoring and control the use of Departmental Equipment and Resources.</li> <li>• Provide general administration support by directing and controlling telephone calls performing the necessary screening and redirecting calls where appropriate; attending to enquiries, recording complaints, referring as necessary or call the relevant staff members from different sections to attend to the query; circulating council resolutions, correspondence and other documentation, within the directorate and follow up on action required; registering incoming mail, faxes and other media; photocopying, faxing or using any other media; ensuring that premises are maintained, cleaned and secure, and arranging for ongoing preventative maintenance; liaising with officials of other departments and divisions within the unit regarding the above mentioned duties, including any other</li> </ul>

	<p>matters which may arise; controlling and maintaining the attendance register including assisting management with monitoring leave/sick leave for staff by maintaining an up-to-date record of all staff on all leave/sick leave.</p> <ul style="list-style-type: none"> <li>• Coordinate a client liaison service by assist management with arranging conferences, seminars, presentations, meetings and office functions, maintaining an effective communication system with role players and stakeholders and maintaining a contact database of Key Stakeholders, Service Providers, Professionals, etc.</li> <li>• Develops a filing and register system by keeping records of all documentation pertaining to the Human Settlements Department's Applications, Business Plans, Sector Plans, etc.; keeping records of all documentation pertaining Human Settlements Applications, Assessments</li> <li>• Reports, Business Plans and DOHS Approvals; maintaining the records for all other Departmental / Directorate relevant documentation.</li> <li>• Maintain an electronic record management system by capturing and scanning the relevant information; arranging archiving of applications/documentation; notifying the management of any required changes/updates.</li> <li>• Support other Business Unit Administrative Staff within the Directorate by carrying out the duties of other administrative staff in their absence to ensure that the operations of the Directorate are effectively maintained</li> <li>• Responsible for Updating and Preparing Portfolio Of Evidence (POE) File for Departmental / Directorate Performance Management System, Risk Register,</li> <li>• Performance Score Cards, etc. and undertakes related Assignments and duties as may be required to deliver Department's / Directorate's Outputs.</li> </ul>
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**PLEASE NOTE:**

1. Applications are to be addressed to the **Municipal Manager, KwaDukuza Municipality, P.O. Box 72, KwaDukuza, 4450** for attention the Human Resources Department, and may be posted or hand delivered. (Note that hand delivered applications must be handed to the HR Officer, 34 Chief Albert Luthuli Street **OK MALL BUILDING** KwaDukuza) For enquiries Please call **032 437 5142/ 5153**.
2. The Closing date and time is Thursday, **02 June 2022 at 12H00**. No applications will be accepted after the closing date and time.
3. Please **DO NOT** fax or e-mail applications. Please also **DO NOT** submit applications on **Z 83 forms**. Please **NOTE THAT APPLICATIONS MUST BE SUBMITTED ON KWADUKUZA MUNICIPALITY'S APPLICATION FORM WHICH IS OBTAINABLE ON THE MUNICIPALITY'S WEBSITE ([www.kwadukuza.gov.za](http://www.kwadukuza.gov.za))**
4. KwaDukuza Municipality adheres to the National Employment Equity Act and preference will be given to appointments that assist in achieving current targets of the municipality.
5. Further communication will only be with shortlisted candidates, such shortlist being confined to the candidates that best meet the requirements according to the

information supplied in their CV's. Candidates not contacted within 3 months of the closing date may consider their applications unsuccessful.

6. Council reserves the right not to appoint any candidate to this post or to make required adjustments.
7. Canvassing to Councilors/ Managers for preference on appointment is prohibited and may lead to disqualification of applicants.