



EMALAHLENI LOCAL MUNICIPALITY

NOTICE NO: HR 09/2022

EXTERNAL ADVERTISEMENT OF POSITIONS

Emalahleni Municipality is a Grade 2 municipality comprising of Indwe, Dordrecht and Cacadu with its seat in Cacadu. Emalahleni Municipality is an equal opportunity employer and subscribes to the principles of employment equity.

Applications are invited from suitably qualified candidates for the filling of the following position (Preference will be given to African Females)

1. BUDGET AND TREASURY OFFICE

1.1 SECRETARY TO CHIEF FINANCIAL OFFICER

SALARY SCALE: TASK GRADE 07 (R171 743- R222 940) PER ANNUM

FRINGE BENEFITS

Normal fringe benefits include leave, housing subsidy on certain conditions,

Cellphone allowance: R4 77.24 per month

Data allowance: R524.50 per month

ESSENTIAL REQUIREMENTS

- Grade 12
- A relevant National Diploma. (NQF Level 6), Computer literacy – MS Office Applications.
- 3 years relevant local government experience
- National Diploma Secretarial or Office Administration / Finance related qualification

KEY RESPONSIBILITIES

- Secretarial Support: Scheduling, confirming and updating the diary of the Chief Financial Officer services and alerting or indicating priority / urgent meetings required attention.

- Organising, confirming and scheduling meetings / appointments with internal departments/ external officials, arranging the venue and attending to catering / refreshments requirements.
- Copying, typing and foemattting documents/ reports and creates presentations using word processing and related office applications.
- Information recording: Referencing sourcing documentation, reports and or instructions using alpha-numeric sequential codes, to facilitaste retrieval.
- Performing secretarial duties for the bid committees where the CFO is the member
- Performing secretarial duties in audit work group meetings
- General office support/ receptionist/ telephoneist functions,
- Attending to telephonic calls and visitors to the directorate, establishing nature of visits and directs requests to appropriate personnel.

NB: Shortlisted candidates may be required to undergo security vetting.

Applicants for the above-mentioned positions are required to submit a prescribed application form obtainable from our reception or download from www.emalahlenilm.gov.za, detailed Curriculum Vitae together with certified copies of all qualifications and the Identity Document.

Applications not accompanied by the required documentation will not be considered. The Council reserves the right not to continue with the appointments if no suitable candidate is found.

Emalahleni Municipality is an equal opportunity employer with a firm commitment to employment practices irrespective of race, gender, and disability.

Faxed or e-mailed applications will not be accepted.

Correspondence will only be entered into with short-listed candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. Enquiries can be made with Human Resources Practitioner Ms Sanelisiwe Zangwa, at 047 878 2000 during office hours.

**Applications should be addressed to:
Human Resources Section, Emalahleni Local Municipality, Private Bag X1161,
CACADU 5410**

Late applications will not be considered, therefore post delays must be considered by the applicant.

The closing date for applications is Monday, 28th November 2022 Cacadu Municipal offices.

