



**UMHLABUYALINGANA  
MUNICIPALITY**

Postal: Private Bag X901, Kwa-Ngwanase, 3973  
Tel: +27 35 592 0665 • +27 35 592 0680  
Fax: + 27 35 592 0672

RE- ADVERTISEMENT

Quote No: 10231

09/11/2022

REQUEST FOR QUOTATION OF: EXECUTIVE SECRETARIAT TRAINING

<u>NUMBER</u>	<u>DISCRIPTION</u>	<u>QUANTITY</u>
1	<p><b>EXECUTIVE SECRETARIAT (NQF level 5-6) Skills Development</b></p> <p><b>Course's Objectives.</b></p> <ul style="list-style-type: none"><li>• Understand the importance of effective administration skills within an organisation</li><li>• Develop the skills needed to be an administrator or professional Executive secretary</li><li>• Manage time efficiently and be able to think proactively</li><li>• Identify the key components within the job role of the Office Manager/ Executive Assistant to fulfil their job role effectively.</li><li>• Understand what makes an effective executive secretary.</li><li>• Be a strategic partner to his/her Director.</li><li>• Learn better ways to think on his/her feet with powerful decision-making techniques.</li><li>• Enhance team communication skills to a higher level.</li><li>• Work under pressure to achieve objectives.</li></ul>	7




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	<ul style="list-style-type: none"><li>• Build an approach that suits their own style and workplace.</li><li>• Develop techniques for using your initiative and 'Thinking Outside the. Box</li><li>• Manage difficult people and situations.</li><li>• Identify and practice approaches that will be of benefit to them in managing the tensions and demands of their workplace in such a position</li></ul> <p><b>Accreditations</b></p> <p>Proof of SETA Accreditation</p> <p>Accredited with;</p> <ul style="list-style-type: none"><li>• LGSETA/SETA relevant training accreditation</li></ul>	
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Kindly deposit your Bidding documents in the tender box situated next to the reception at umhlaluyalingana municipality, R22 Manguzi main road, Kwangwanase 3973 not later than 16 November 2022 at 12h00, marked "**Quote No:10231, Bidding documents available for collection at the SCM Offices.**"

Quotations above R30 000 will be evaluated on the basis 80:20 point system as stipulated in the preferential procurement policy framework (Act 5 of 2000) and the Municipality's Supply Chain Management 'policy and procedures.

  
MRS NP Mkhabela  
ACTING CHIEF FINANCIAL OFFICER