



**UMHLABUYALINGANA  
MUNICIPALITY**

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

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**ADVERTISEMENT**

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Umhlabuyalingana Municipality, situated at KwaNgwanase is an equal opportunity employer and invites suitably qualified candidates to apply for the following vacant positions.

**EXECUTIVE SECRETARY TO MAYOR  
(5 YEARS CONTRACT)  
TASK GRADE 07 OF CATEGORY 1 MUNICIPALITY**

**REQUIREMENTS:**

\*Minimum of 02 years' experience as Personnel Assistance in the executive/ Senior Manager's Office \* Grade 12 Certificate \* Qualification in office Management or studying towards Office Management will save as an added advantage \* Computer Literacy.

**Attributes:**

Interpersonal Skills, Communication Skills and Office Management Skills. The incumbent shall perform the duties of a Personal Assistant to the Mayor through amongst a variety, Performing the following functions: \* Office Management and Administration \* Secretarial Support \* Executive Support.

**EXECUTIVE SECRETARY TO SPEAKER  
(5 YEARS CONTRACT)  
TASK GRADE 07 OF CATEGORY 1 MUNICIPALITY**

**REQUIREMENTS:**

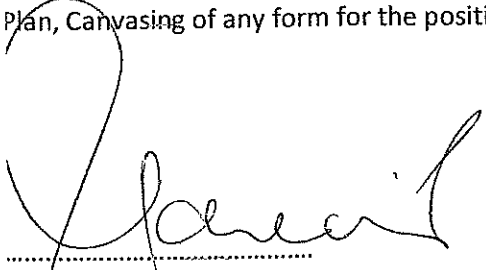
\*Minimum of 02 years' experience as Personnel Assistance in the executive/ Senior Manager's Office \* Grade 12 Certificate \* Qualification in office Management or studying towards Office Management will save as an added advantage \* Computer Literacy.

**Attributes:**

Interpersonal Skills, Communication Skills and Office Management Skills. The incumbent shall perform the duties of a Personal Assistant to the Speaker through amongst a variety, Performing the following functions: \* Office Management and Administration \* Secretarial Support \* Executive Support.

Application letter together with the application form, detailed CV and certified copies of al qualification should be addressed to the Municipal Manager, Umhlabuyalingana Local Municipality, Private Bag X901, KwaNgwanase, 3973 ( No faxes will be accepted) Applicants not contacted by the Municipality within four weeks after the closing dates of the advertisement must consider their applications as unsuccessful. Late application will not be considered. **Closing Date: 12 January 2022.** Enquiries: Miss L Sithole or Miss N.R Mathe (035) 592 0680 during office hours between 08h00–16h00

The uMhlabuyalingana Local Municipality's recruitment and selection process is in terms of the municipality's Employment Equity Plan, Canvassing of any form for the position within the municipality will result to immediate disqualification if validated.



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**Mrs. N.P. Gamede**  
**Municipal Manager**