



# MSUKALIGWA LOCAL MUNICIPALITY



PO Box 48  
Ermelo  
Mpumalanga Province  
South Africa  
2350



Civic Centre Building  
c/o Kerk & Taute Street  
Ermelo  
Mpumalanga Province  
South Africa  
2350

Customer Care Center: 08611 MSUKA [67852]  
Main Fax: +27 17 801-3851

Internet: [www.msukaliqwa.gov.za](http://www.msukaliqwa.gov.za)  
E-Mail: [msuka@msukaliqwa.gov.za](mailto:msuka@msukaliqwa.gov.za)

## IS AN AFFIRMATIVE ACTION EMPLOYER"

Msukaligwa Local Municipality is hereby inviting applications from suitably qualified and competent persons for appointment to the under mentioned position. Application hereby invited from suitably qualified and competent persons for appointment to the under mentioned position. No applications will be accepted without certified copies of qualifications as set out below

### DEPARTMENT OF TECHNICAL SERVICES

POSITION	:	SECRETARY
REF. NO	:	99/19
POST LEVEL	:	7
SALARY SCALE	:	R236 04, 00 - R275 110,08pa
QUALIFICATIONS	:	Grade 12 OR equivalent Secretarial Diploma & computer literacy
EXPERIENCE	:	3 years' experience in Secretarial/Administrative function
DUTIES	:	Scheduling confirming and updating the dairy of the immediate supervisor and alerting or indicating priority/urgent meetings requiring attention Organising, confirming and scheduling meetings/appointments with Departmental/external officials Copy typing and formatting documents/reports and creates presentations using related office applications Preparing notification, agendas and minutes to specific meetings Updating files inserting current and relevant information and seeking approval on the destruction of old or outdate correspondence/documentation Attending to telephone calls and visitors to the Departments establishing nature of visit and directs requests to appropriate personnel

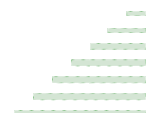
### PLEASE NOTE:

**VETTING IS THE MUNICIPAL PRIMARY SELECTION CRITERIA, THEREFORE THE SUCCESSFUL APPLICANT SHALL BE SUBJECTED TO VETTING**

**CLOSING DATE - 8 NOVEMBER 2019**

Applications forms and full detailed information about the advertised position are available on the **MSUKALIGWA LOCAL MUNICIPALITY WEBISTE** ([www.msukaliqwa.gov.za](http://www.msukaliqwa.gov.za)) and facebook page / applications must be completed and must be accompanied with a covering letter, comprehensive CV, original certified copies of qualifications and ID document and drivers licence and the names of three contactable references form current and previous employers must be provided. Applications must be posted / couriered to:

Msukaligwa Local Municipality,



P.O. Box 48,  
Ermelo,  
2350

or hand delivered to:

Corporate Services (Records Section),  
Cnr Kerk and Taute Street,  
Ermelo,

for attention: Director - Corporate Services

**FOR ENQUIRIES CONTACT HUMAN RESOURCES – MS. L.P. MNISI ON 017 801 3580 DURING OFFICE HOURS**

**“IF YOU DON’T HEAR FROM THE MUNICIPALITY AFTER A MONTH, CONSIDER YOUR APPLICATION UNSUCCESSFUL”**