

Civic Centre  
1 Nel Street  
Mbombela 1201  
Republic of South Africa



P O Box 45  
Mbombela 1200  
Republic of South Africa  
Tel: +27 (0) 13 759-9111  
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## CORPORATE AND SUPPORT SERVICES

### EXTERNAL ADVERT

#### DEPARTMENT: STRATEGIC MANAGEMENT SERVICES

**1 x ADMIN ASSISTANT: MMC- TECHNICAL SERVICES. (POSITION IS LINKED TO THE TERM OF THE OFFICE OF THE MMC)**

**REQUIREMENTS & COMPETENCIES:** Grade 12 plus National Diploma/NQF level 06 in Office Administration or Secretarial coupled with 2 years secretarial experience .Computer literacy in Ms Office. Good communication and interpersonal skills. Strong sense of responsibility, preciseness and accuracy. Work well and stay focused under pressure.

**RESPONSIBILITIES:** Handle all reception responsibilities that may include receiving visitors, answering telephone and taking messages. Receive and distribute correspondence. Manage telephone and diary of the MMC. Arrange appointments, meetings and functions as required for the MMC. Keep minutes of meetings. Maintain Budget and account records by obtaining quotations. Coordinate enquiries and correspondence that require input from more than one section. Facilitate all other admin duties that may arise from time to time.

**SALARY SCALE: R353 422.41 – R458 749.98 per annum (TASK GRADE 11)**

**CLOSING DATE & TIME: 31 May 2023 @16H00**

If you qualify to apply for the above position, please send your application letter in conjunction with your comprehensive curriculum vitae, as well as certified copies of certificates to:

Senior Manager: Human Resources

City of Mbombela

P.O. Box 45

Mbombela

1200

or hand delivered to 1 Nel Street, Civic Centre, Mbombela, Glass Office 1, 3<sup>rd</sup> Floor.

Enquiries can be directed to human resource division: (013 759 2095/9145/9970/9037). No late or faxed applications will be considered.

Should you not have been contacted for an interview within 30 days after the closing date you may assume that your application was unsuccessful.

**THE CITY OF MBOMBELA SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION AND IN THIS VAIN, SUITABLY QUALIFIED WOMEN AND PEOPLE WITH DISABILITIES ARE PARTICULARLY ENCOURAGED TO APPLY.**

**WJ Khumalo**  
CITY MANAGER

