



JOZINI MUNICIPALITY (KZ 272)

Private Bag X028, Jozini, 3969

Circle Street, Bottom Town, Jozini

Tel: (035) 572 1292 Email: bnyawo@jozini.org.za Fax: (035) 5721266

Position : Secretary to the Speaker
Department : Management
Location : Jozini Local Municipality
Job Grade : T09 (R9 394.00P/M)
Reports to : Office of the Speaker
Closing Date : 20 October 2013

A Vacancy exists for the above position

The Job Content is described in terms of the Objectives and Outputs

OBJECTIVES

The post is responsible for Co-coordinating activities and requirements associated with Office of the Speaker through the application of administrative and secretarial procedures and, execution of sequences associated with the communication, planning, prioritization and organization of critical, confidential and important appointments, events/ functions and meetings

OUTPUTS

- Communicating with Council's Executive and establishing critical priorities for scheduling purposes.
- Interacting internally (executive management team, departments) and externally (spokesperson for national/ international delegations, officials, business sector; community leaders) to confirm arrangements and programs.
- Coordinating the décor and layout, food service, invitation, media protocol requirements for internal executive events and functions. Briefing the Executive on the status of the event with respect to confirmation on the guest list, schedule of events, speaker's speech, etc.
- Attending to the transactional processing sequence against allocated budget votes/ petty cash of expenditure incurred, claims and deductions and, collating and forwarding



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reconciled amounts for further processing.

- Maintaining the records and registers of the Speaker's Fleet detailing service/ maintenance and variable cost information. Searching for information on specific topics on behalf of the Executive using electronic internet medium, library resources, etc and specialist personnel and, collating and forwarding for perusal and / maintaining library reference materials relevant to the function.
- Copy typing and formatting documents/ confidential and routine reports and creates presentations using word processing and related office applications.
- Preparing notification, agendas and minutes for specific meetings (Council/ Executive Committee) and attending to the distribution and/ or arranging for the collection of documentation prior to scheduled meetings.
- Perusing Council and Committee Agenda and Minutes of Meetings and identifying and forwarding items requiring the attention of the Executive
- Attending to telephonic calls and visitors to the Office of the Speaker, establishing nature of visit and attending to specific routine matters and/ or recording details of enquiries and/ or messages in the absence of the Speaker and forwarding for attention upon availability.

COMPETENCIES

Skills

- Excellent Communication Skills both Verbal and Written
- Computer Literacy

REQUIREMENTS

Qualifications

Grade 12

Secretarial Certificate

Secretarial National Diploma would be an added advantage



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Experience

2-4 years related experience

The Jozini Municipal Approved Employment Equity Plan and Targets will be considered as part of the recruitment process.

All applications should be accompanied by a **comprehensive CV, together with certified copies of qualifications, ID copy, and Driver's License** are to be forwarded for the attention of the **HR Manager of Jozini Municipality at Private Bag X028, Jozini, 3696.**

Incomplete CV's will not be considered and **FAXED AND EMAILED APPLICATION WILL NOT BE ALLOWED.**

Approved by Municipal Manager Yes / No

Signature: _____

Date: _____

MR. B.NTULI: MUNICIPAL MANAGER