

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

EPWP Assistant

Salary: R118 835. 04 - R154 256. 28 Per Annum (Benefits includes: Pension Fund, Housing Allowance, Medical aid and 13th Cheque)

Requirements

- Grade 12
- Computer Literate – Office Applications
- Secretarial Course/ admin certificate
- 1-2 years' experience

Responsibilities

- Organising, confirming and scheduling meetings/ appointments with internal departments/ external departments, professionals, contractors, arranging the venue and attending to catering/ refreshments requirements.
- Confirming availability and reserving the Conference/ Board Room for scheduled meetings and/ or coordinating arrangements/ set-up in accordance with requirements.
- Preparing/ circulating notifications and agendas.
- Recording details of discussions/ actions at meetings and preparing draft minutes for perusal and confirmation prior to circulation.
- Retrieving/ accessing information/ files/ correspondences on request and/ or conducts searches on electronic mediums to elicit information on specific subjects/ topics for perusal.
- Attending to the filing of confidential/ general documentation and correspondences, removing and/ or inserting copies in specific files and/ or controlling and updating coding/ indexing sequences to facilitate accessibility to information.

Enquiries in respect of the above position should be directed to Director Social: Mr T Mazibuko (036) 448- 8047 (ext: 8066) 8044 during office hours

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:

**THE MUNICIPAL MANAGER
OKHAHLAMBA MUNICIPALITY
P.O. BOX 71
BERGVILLE
3350**

The closing date for applications is **14 OCTOBER 2015, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

**SD Sibande
Municipal Manager**