



**iLEMBE DISTRICT MUNICIPALITY
iLEMBE UMASIPALA WESIFUNDA**

iLembe District Municipality is strategically positioned for Developmental and Economic potential in KZN. The Municipality subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998

**INTERNAL & EXTERNAL VACANCY
DEPARTMENT of TECHNICAL SRVICS
PRINCIPAL CLERK: OPS (2 POSITIONS)
TASK GRADE 07: (R180 079.29 – R233 752.23) P.A**

Minimum Requirements:

- A valid Grade 12 Certificate;
- At least 2-3-year experience in administrative/office management environment;

Competencies:

- Able to meet deadlines.
- Fluency in English and Zulu.
- Office management inclined.
- Computer literate.

Responsibilities:

- Provides support to staff in respect of specific administrative tasks associated with water and sanitation maintenance activities.
- Provides secretarial duties for ensuring efficient service is provided and Departmental guidelines are complied with.
- Attending queries associated with water and sanitation from general public /officials.
- Receiving queries on personnel administrative matters from Human Resources Section for attention and feedback.
- Compiling reports for submission to Area Manager as and when required.
- Provides effective customer care services to stakeholders through timely responses to requests and complaints.
- Responsible for records and files management for relevant Technical Office.
- Provides reception duties within Technical Office
- Maintains registers and records for all employees under relevant Technical Office
- Performs any relevant tasks as directed by official have authority to do so, as and when required.

BENEFITS: 13th Cheque, Generous Leave, subsidised pension, medical aid, additional provident fund and home ownership scheme subject to certain conditions.

Kindly forward your application letter together with your detailed Curriculum Vitae and **certified copies** of your qualifications, ID and valid driver's licence to: The Municipal Manager: iLembe District Municipality, P. O. Box 1788, KwaDukuza, 4450 or hand deliver at iLembe House, 59/61 Mahatma Gandhi Street, KwaDukuza.

All administrative enquiries are to be directed to **Manager Human Resources: Mr. GM Nzuza on (032) 437 9348/9524**. The closing date for the submission is **30 June 2023 @ 12h00**. **Please note:** Incomplete, faxed, emailed applications and applications received after closing date **WILL NOT** be considered.

Should you not be contacted by this office within three (3) months of the closing date, kindly consider that your application was not successful. Application forms are available on the iLembe District Municipal Website www.ilembe.gov.za or at iLembe House, 59/61 Mahatma Gandhi Street, KwaDukuza.

**SD MBHELE
MUNICIPAL MANAGER**