



**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**

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**INTERNAL & EXTERNAL VACANCY**

**DEPARTMENT of FINANCE**

**SENIOR CLERK (PROCUREMENT)**

**TASK GRADE 06: (R148 950.48 – R193 366.89) P.A.**

**MINIMUM REQUIREMENTS:**

- A valid grade 12 certificate
- Secretarial or Office Administration Diploma or Matric Certificate with 2 to 3 years' experience in a secretarial / office administration position
- Good communication skills
- Honesty and Integrity
- Ability to work under pressure
- Valid Code 08 Driver's License

**COMPETENCIES:**

- Numerical and computer skills
- Willing to work under pressure.
- Willing to work more than normal hours.
- Able to meet deadlines.
- Knowledge of Standard Operating Procedures related to stores
- Computer literacy

**RESPONSIBILITIES:**

- Perform specific tasks or activities associated with the provision of administrative assistance or secretarial support to the Supply Chain Management Unit
- Generate, compile and maintain an accurate record of all memos, submissions and correspondence (manual and electronic)
- Perform a task associated with the provision of general administrative support and receptionist of telephonic service
- Ensure telephonic calls, enquiries and visitors or officials and delegates are attended to promptly and professionally in accordance with customer service standards and objectives
- Ensure records and related information are maintained and details or correspondence supporting specific processes and decisions are accessible and made available to facilitate the execution of necessary actions
- Ensure reports and documents are submitted timeously to the relevant parties
- Ensure proper records of incoming and outgoing correspondence.

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**BENEFITS:** 13<sup>th</sup> 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 Nzuzo 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](http://www.ilembe.gov.za) or at iLembe House, 59/61 Mahatma Gandhi Street, KwaDukuza.

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**SD MBHELE**  
**MUNICIPAL MANAGER**