



Elundini Local Municipality

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05 MARCH 2018

ELUNDINI LOCAL MUNICIPALITY
EXTERNAL ADVERTISEMENT
NOTICE NO. 13 - 2017-2018

The Elundini Local Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following positions:

FINANCE DEPARTMENT

- 1. Executive Assistant: CFO (Task Grade 07)**
Annual Basic Salary R141 021.60

MINIMUM REQUIREMENTS: •3 year National Diploma in Secretarial/Office Management Administration •Computer Literacy • Office Applications – 2 years' experience in secretarial.

ADMINISTRATIVE FUNCTIONS • **Secretarial Support and Typing:** • Scheduling, conforming and updating the diary of the CFO and alerting or indicating priority / urgent meetings required attention. • Arranging travel and accommodation for the CFO for out of town (National & International) meetings. • Organising, confirming and scheduling meetings/appointments with internal departments/external officials, arranging the venue and attending to catering/ refreshments requirements. • Updating the internal correspondence register relevant to the directorate by inserting numbers and subject of correspondence received and in circulation and /or seeking information and approval of and communicating response established for specific/ or routine matters. • Preparing notification, agendas and minutes for specific office events (Council/Executive Committee, Internal Meetings) 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 with items associated with the Departments activities requiring the attention of the CFO.

If you are aware of any instances of fraud and/or corruption within the municipality, these matters may be reported, anonymously, to:

Freecall: 0800 117 844 • Freefax: 0800 007 788 • SMS: 32840 • Email: elundini@tip-offs.com

Freepost: Freepost KZN138, Umhlanga Rocks, 4320

BOOKINGS – TRAVEL & ACCOMMODATION • Registering all requests for travel and accommodation from relevant personal travelling on official visits and verifying that authorization has been granted for said travel. • Making bookings and travelling arrangements for trade union officials on related activities required consultation with labour. • Updating the travel and accommodation correspondence register inserting reference numbers and details of travel arrangements. • Verifying the booking details and checking dates and times are correct. • Providing the relevant officials of travel and accommodation requirements (e.g. voucher numbers, reference numbers, food preference, etc.) through written correspondence and verifying that details are correct. • Providing the relevant officials of details of travel and accommodation requirements (e. g voucher numbers, reference numbers, food preferences, etc.) through written correspondence and verifying that details are correct. • Creating of travel and accommodation order numbers and submitting to the expenditure section for further processing.

INFORMATION RECORDKEEPING: • Referencing source documentation, reports and/ or instructions using alphanumeric sequential codes, to facilitate retrieval • Updating files inserting current and relevant information and seeking approval on the destruction of old outdated correspondence/ documentation. • Retrieving supporting documentation and records to facilitate and support query resolution. • Taking minutes during the departmental meetings and make same available to the entire directorate/making follow-ups on progress and/or deviations.

OFFICE ADMINISTRATION: • Performing/carries out all typing requirements for CFO i.e. letter, memos and maintaining confidential document. • Maintaining the diary for all Portfolio Head and ensures that all meetings are communicated. • Preparing substance travelling claim for Portfolio head and all Finance Managers. • Collecting relevant information/data for departmental standing committee and packaging of information on monthly/quarterly and annual performance reporting for the purposes of Standing Committees, Performance Management and Annual Reports. • Disbursing on behalf of the directorate all circulars/memoranda/internal advertisements etc.

NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants.

Faxed applications will not be accepted.

Applications should be addressed to:

Director Corporate Services
Elundini Local Municipality
P.O. Box 1
Maclear
5480

Tel. No: (045) 9328100

Closing Date: 20TH March 2018