



External Advert

Amajuba District Municipality

Amajuba District Municipality is an equal opportunity, affirmative action Employer and also encourages applications from disabled persons.

DEPARTMENT OF FINANCIAL SERVICES (BTO)

EXECUTIVE SECRETARY - TASK GRADE 7

Minimum Requirements

Matric, Secretarial/Office Administration Diploma or NQF 5 relevant qualification with 3 years relevant experience.

Summary of duties

- To provide an efficient secretarial and an administrative support to the Chief Financial Officer.
- Responsible to arrange all appointments and to receive visitors with or without appointments, receiving and making calls, receive faxes e-mails, and sending and receiving of Mail for the Chief Financial Officer.
- Liaise with departmental members, members of public, other government departments, on a variety of departmental activities on behalf of the CFO.
- Provide departmental information, advice and assistance to members of the public and visitors.
- Responsible to arrange conference registration, hotel reservations, flight bookings, and refreshments bookings for the Office of Chief Financial Officer.
- Responsible for the taking of minutes of the Department meetings.
- Undertake to administer the daily float of Petty Cash.
- Order wi-fi routers for official purposes.
- Attend to challenges experienced with wi-fi routers and report faults to the relevant service providers.

Remuneration: R 18 020,49 per month

Applications must be submitted on an official Amajuba District Municipality's application form that is downloadable from our website: www.amajuba.gov.za which must be accompanied by a comprehensive CV, original certified copies of academic certificates including identity document, and covering letter. Applications not made on the official application form will not be considered and must reach HR Section no later than 12h00pm on **09 October 2026**. Enquiries may be directed to HR Section at Telephone number 034-3297200 during office hours. Facsimile, email or late applications will not be accepted. Only short-listed applicants will be contacted and subjected to the vetting process. If you are not contacted three months after the closing date, your application would have been unsuccessful. Applications **MUST** be addressed to the Acting Municipal Manager on:

Physical Address:

**Amajuba District Municipality
B9356 Amajuba Building
Section1
Madadeni, 2952**

Postal Address:

**Amajuba District Municipality
Private Bag X6615
Newcastle
2940**

MRS CB MKHIZE
MUNICIPAL MANAGER