



UMHLALABUYALINGANA MUNICIPALITY

Postal: Private Bag X901, Kwa-Ngwanase, 3973
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SECRETARY TO THE CHIEF FINANCIAL OFFICER Post level 7

Purpose of the Position:

To provide effective secretarial, administrative, and office management support to the Chief Financial Officer to ensure smooth operations of the Budget and Treasury Office in compliance with municipal policies, procedures, and legislative frameworks.

REQUIREMENTS:

Grade 12 (Matric) with a relevant Secretarial/Office Administration qualification (NQF Level 6), Finance related qualification will be an added advantage *At least 2–3 years' relevant secretarial/administrative experience, preferably in a public sector or municipal environment *Proficiency in MS Office (Word, Excel, Outlook, PowerPoint) *Strong communication (verbal and written) and interpersonal skills *Ability to maintain confidentiality and handle sensitive financial information *Good organizational and time management skills *Knowledge of municipal structures, processes, and applicable legislation (MFMA, Municipal Systems Act, etc.) will be an added advantage. Familiarity with municipal finance processes (invoices, budgets, reports, payment requisitions) *Professional conduct when liaising with finance officials, auditors, and stakeholders.

Key Responsibilities:

Provide secretarial and administrative support to the CFO *Manage and maintain the CFO's diary, appointments, and meeting schedules *Handle correspondence, including drafting, typing, and distributing documents *Organize and coordinate meetings, prepare agendas, record minutes, and follow up on resolutions *Maintain filing systems (electronic and manual) to ensure confidentiality and accessibility of records *Liaise with internal departments, councillors, and external stakeholders on behalf of the CFO *Perform general office duties including travel arrangements, document reproduction, and stationery management *Assist in preparing monthly performance reports *Managing the diary of Chief Financial Officer *Screening telephone calls and visitors *Arrange flight bookings and accommodation *Minutes taking *Arrange departmental meetings.

Application letter accompanied by a comprehensive CV and certified copies of all qualifications should be addressed to the Municipal Manager, Umhlalabyalingana Local Municipality, Private Bag x 901, Kwa-Ngwanase, 3973. (No faxes will be accepted). Applicants not contacted by the Municipality within **one week** after the closing of the advertisement must consider their applications as unsuccessful. Late applications will not be considered. Closing: **Date: 28 October 2025. Enquiries: Mr. S. Mbatha @ (035) 592 0680 during office hours between 08h00-16h00.**

The Umhlalabyalingana Local Municipality's recruitment and selection process is in terms of the Municipality's Employment Equity Plan. Canvassing of any form for the position within the municipality will result immediate disqualification if validated.

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Mr. N.P.E. Myeni
Municipal Manager

- **MISSION :** "Creating an enabling environment and sustainable development which promotes quality of life."
- **VISION :** To be a people centered premier socio-economic development and Environmentally Friendly Service Delivery Municipality