



**WALTER SISULU LOCAL MUNICIPALITY  
(BURGERSDORP, MALETSWAI, STEYNSBURG, VENTERSTAD AND JAMES CALATA)**

**NOTICE: 112/2024/2025  
INTERNAL/ EXTERNAL ADVERTISEMENT  
(The Head Office is based in Burgersdorp)**

The Walter Sisulu Local Municipality is a Category 2 Municipality. It is situated within the Joe Gqabi District Municipal Area, in the Eastern Cape. The municipality is looking for the services of vibrant, committed and suitable, qualified and experienced individuals to fill the following positions:

**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**

**POSITION: EXECUTIVE SECRETARY**

**TASK GRADE 07**

**SALARY SCALE: R192 001 - R249 223 PER ANNUM**

**REQUIREMENTS:**

- Grade 12, Candidate
- National Diploma in Secretariat Studies or any relevant qualification
- A minimum of two (2) years' relevant experience
- Computer Literacy
- Report writing skills
- Communication skills

**DUTIES INCLUDE:**

- Scheduling and confirming meetings
- Updating the diary and further reminding the Director Planning and Economic Development about scheduled meeting/events
- Typing, Copying and formatting documents / reports
- Filing the Correspondence directed to the Director Planning and Economic Development
- Attending telephonic calls and visitors
- Recording details of enquiries and /or messages in the absence of the Director Planning and Economic Development and forwarding for attention upon availability
- Providing secretarial services during the meetings of the Director Planning and Economic Development
- Sorting all incoming files/mail into priority order, by placing them as such, so that they are dealt with within their priority order.
- Checking that all outgoing correspondence has been dealt with prior to being sent to the Records Office before being appropriately handled and thereby causing problems for the department..
- Communicating reminders in the form of memos to relevant personnel, in respect of outstanding documentation, in an attempt to obtain the required response timeously
- Controlling telephone communication by screening all incoming calls, diverting the call when required

to the correct recipient when required, in order to project an efficient and professionally run department.

The Walter Sisulu Local Municipality is an equal opportunity employer and subscribes to the principles of the Employment Equity Act; (Act 55 of 1998). It is a Grade 2 Local Authority. The following normal fringe benefits are applicable to the above-mentioned positions. Vacation Leave, Sick Leave, and Family Responsibility Leave, Bonus, Pension Fund and Medical Aid.

Kindly submit a detailed Curriculum Vitae with original and valid copies of qualifications, and any other relevant documents. Failure to comply with these requirements shall disqualify an applicant. Correspondence will only be entered into with shortlisted candidates. **No faxed copies shall be accepted.** Should you not receive any response within one (1) month after the closing date, please accept that your application was not successful. Application forms are obtainable from the website ([www.wslm.gov.za](http://www.wslm.gov.za)) or switchboard/ Reception at the following number 051 6531777 / 051 653 1819 or enquiries can be made with Mr. Sipho Sontashe the Manager Human Resource @ 051 653 1777.

Walter Sisulu Local Municipality is under no obligation to fill the position after the advertisement thereof.

**Closing date: Friday, 18 JULY 2025**

Applications together with your CV's must be addressed to:

Attention: Human Resources Office  
The Municipal Manager  
Walter Sisulu Local Municipality  
01 Jan Greyling Street  
**BURGERSDORP**  
**9744**



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**KHAYA GASHI**  
**MUNICIPAL MANAGER**

**20 June 2025**

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**DATE**