



**UTHUKELA ECONOMIC DEVELOPMENT  
AGENCY**

131 MURCHISON  
STREET  
LADYSMITH  
3370

[www.ueda.co.za](http://www.ueda.co.za)  
[CEO@ueda.co.za](mailto:CEO@ueda.co.za)

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**🔊 Employment Opportunity: Board Secretary & IGR Clerk. (2 years' contract)**

*UThukela Economic Development Agency*

We are seeking a **dedicated and detail-oriented individual** to join our team at UThukela Economic Development Agency.

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## **Minimum Requirements**

### **Essential:**

- Grade 12 / Matric
  - Strong command of the English language (verbal & written)
  - Computer literate (MS Office Suite)
  - analytical skills
  - Willing and able to work 40 hours per week
  - National Diploma in Office Administration, Human Resource Management, Public Relations, Public Management, IT or a related qualification
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## **Job Description**

The incumbent will be responsible for:

- Providing board secretarial support, including preparation of agendas, minutes, and board packs
  - Coordinating Intergovernmental Relations (IGR) matters and facilitating communication between stakeholders
  - Assisting with ad hoc administrative and compliance tasks as required by management
  - Ensuring proper record keeping, confidentiality, and adherence to governance standards
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## **Competencies**

### **Essential:**

- Excellent communication and interpersonal skills
- Strong organizational and time-management abilities
- High level of confidentiality and integrity
- Ability to work independently and meet deadlines
- Attention to detail and accuracy

### **Advantageous:**

- Knowledge of corporate governance and compliance requirements
- Familiarity with municipal or government structures
- Prior experience in a board secretariat role

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**Please kindly submit an application letter stating the poster you are applying for, CV and supporting documents.**

**Only hand delivery is allowed at UThukela Economic Development Agency  
131 Murchison Street, Ladysmith.**

**Please contact: Ms SA Maphalala (084 580 4404) or Mr N Mthembu (072 438 6993) for further details**

**Closing date 19 September 2025 at 13:00**



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## 🔊 Employment Opportunity: Internal Audit Clerk (2 years' contract)

*UThukela Economic Development Agency*

We are seeking a **dedicated and detail-oriented individual** to join our team at UThukela Economic Development Agency.

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## Minimum Requirements

### Essential:

- Grade 12 / Matric
  - Strong command of the English language (verbal & written)
  - Computer literate (MS Office Suite)
  - Sound numerical and analytical skills
  - Willing and able to work 40 hours per week
  - National Diploma in Internal Auditing or Finance Diploma with Internal Audit as a major subject
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## Job Description

The incumbent will be responsible for:

- Performing internal audit duties to ensure compliance with policies, procedures, and internal controls
  - Assisting in identifying risks and recommending improvements to strengthen governance
  - Preparing audit findings, reports, and documentation for management review
  - Supporting the implementation of corrective actions and monitoring compliance
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## **Competencies**

### **Essential:**

- Strong analytical and problem-solving skills
- Attention to detail and accuracy
- High ethical standards, integrity, and confidentiality
- Ability to work independently and meet deadlines
- Good communication and interpersonal skills

### **Advantageous:**

- Knowledge of internal auditing standards, frameworks, and practices
- Experience in auditing within a public sector or municipal environment
- Familiarity with risk management and governance processes

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**Employment Opportunity: Supply Chain Management (SCM) Practitioner.**

**(2 years' contract)**

We are seeking a dedicated and detail-oriented individual to join our team at UThukela Economic Development Agency.

**Minimum Requirements**

**Essential:**

- Grade 12 / Matric
  - Minimum of 1 years' experience in Supply Chain Management within a public service environment
  - Strong command of the English language (verbal & written)
  - Computer literate (MS Office Suite)
  - Sound numerical and analytical skills
  - Willing and able to work 40 hours per week
  - Advanced Diploma, BTECH or Bachelor's Degree in Supply Chain Management or related
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**Job Description**

The SCM Practitioner will be responsible for providing support in the procurement and supply chain processes within the municipality. This includes assisting with requisitions, purchase orders, supplier management, record keeping, compliance with SCM policies, and ensuring accurate documentation and reporting and hoc work.

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## **Competencies**

### **Essential:**

- Attention to detail and accuracy
- Ability to work under pressure and meet deadlines
- Strong organisational and administrative skills
- Good interpersonal and communication skills
- Integrity and ability to handle confidential information

### **Advantageous:**

- Knowledge of municipal SCM policies, regulations, and procedures
- Experience with financial or SCM-related systems

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