



MUNICIPAL COUNCIL OF MBABANE

VACANCY: ADMINISTRATIVE ASSISTANT (CORPORATE & TECHNICAL SERVICES DEPARTMENT)
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Applications are invited from suitably qualified persons to fill the position of **Administrative Assistant**, which has become vacant in the Corporate and Technical Services Department.

Main Purpose of the job:

To provide comprehensive Secretarial and Administrative support to the corporate and technical services department ensuring clear and effective communication, efficient information management and strong stakeholder relationship.

Key Competencies (Knowledge and Skills):

- Provide day-to-day administrative and secretarial support to the Corporate and Technical services departments.
- Managing DCS and DTS diaries: schedule meetings and appointments, coordinate calendars
- Information management: Maintain accurate records and ensure proper information flow
- Vendors and suppliers: Prepare purchase requisitions for the department, ensure delivery of ordered goods
- Safety: Ensure adherence to safety measures and OHS rules

Qualifications and Experience:

- Bachelor's degree in business administration, office management or related field
- At least 3 years relevant experience in an administrative or secretarial role
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)

Applications:

Please send applications accompanied by a full CV with certified copies of academic qualifications marked "AA" to:

**The Human Resources Manager
Municipal Council of Mbabane
P.O. Box 1
MBABANE
H100**

Email: recruitment@mbabane.org.sz

Please note: If you are not contacted by us after 3 weeks of applying, please consider your application unsuccessful.

The closing date for applications is Thursday, 02 April 2026.