



ABAQULUSI LOCAL MUNICIPALITY

EXTERNAL ADVERTISING

AbaQulusi Municipality seeks to appoint experienced, highly motivated and suitably qualified persons to the following position+

OFFICE OF THE MUNICIPAL MANAGER PERSONAL ASSISTANT TO THE MAYOR

Annual salary R182 363.88-R236 726.88 per annum, task level 8 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Requirements:

- Matric.
- Secretarial / Diploma in Office Administration or equivalent relevant qualification.
- Computer Literacy.
- 18-24 months relevant secretarial /administrative experience.
- Valid Driver's License

Key Performance Areas:

- ✓ Communicating with Council's Executive and establishing critical priorities for scheduling purposes.
- ✓ Confirming for travel and accommodation details, attending to specific businesses arrangements and briefing management on itinerary and specific requirements prior to departure.
- ✓ Copy typing and formatting documents confidential and routine reports and creates presentations using word processing and related office applications.
- ✓ Perusing Council and committee agenda and minutes of meetings and identifying and forwarding items requiring the attention of the Executive.
- ✓ Referencing source documentation, reports and/ or instruction using alpha- numeric sequential codes and updating files inserting current and relevant information and seeking approval on the destruction of old or outdated correspondence/ documentation.
- ✓ Retrieving supporting documentation and records as per executive request to facilitate and support query resolution or discussions.
- ✓ Removing and replacing consumable items (paper, ink) from specific office equipment, transmitting / receiving facsimile and/ or attending to the photocopying of correspondence/ documents.
- ✓ Maintaining stocks of standard forms and stationery and completing requisition orders to facilitate the replenishment of items prior to depletion.

Notes to prospective applicants':

- A Comprehensive Curriculum Vitae, together with a covering letter and certified copies of qualifications, should be sent to the Municipal Manager: AbaQulusi Municipality P.O. Box 57 Vryheid 3100.
- **No faxed or e-mailed applications will be accepted.**
- Shortlisted candidates might be expected to complete a practical competency evaluation and will be subjected to reference and background checks.
- If there's no response from AbaQulusi Municipality within two months of the closing date, the applicant must accept his/her application as unsuccessful.
- Enquiries may be directed to the Human Resources Section on 034-9822133 ext. 2334 & 2337.
- People with disabilities are encouraged to apply.
- The employer reserves the right **NOT** to appoint.



The AbaQulusi Municipality is committed to comply with the requirements of the Employment Equity Act, No 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

If you have not heard from us within 2 months of the closing date, you should regard your application as unsuccessful.

Closing Date

:

10 December 2021 at 16h00

**MR M.P.E MTHEMBU
ACTING MUNICIPAL MANAGER**