

EMTHANJENI MUNICIPALITY



ADVERTISEMENT

NOTICE NO: 44/2022

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

Directorate: Corporate Services

1. **Personal Assistant: Mayor** (Contract Position i.e. based on the political term of the Mayor)

Salary: R 154 104.00 – R 200 047.00 (Task Level 6)

Abovementioned salary offers the following benefits:

A 13th Cheque
Pension fund benefits
Medical-aids funds benefits
Leave and Housing benefits
Cellphone allowance

Key requirements:

- Grade 12
- Computer literacy
- Relevant administrative experience
- Proficiency in local languages

Responsibilities:

- Scheduling and planning of diary by executing specific instructions and applies laid down procedures with respect to co-ordinating the diary and specific meetings/events of the Mayor.

- Communicating with the Speaker and MM Offices and establish critical priorities for scheduling of the Mayors diary
- Executive events/functions and VIP reception by coordinating and/or providing support in respect of internal executive events/functions involving the Mayor, other political Office Bearers or Councillors.
- Administration and Secretariat Support in terms of performing specific tasks/activities associated with the provision of administrative and secretarial support in the Mayors's Office.
- Information/record-keeping by maintaining the executive correspondence/information and record-keeping system and accesses records of discussions, instructions and correspondence.
- Performs tasks associated with the provision of a reception/telephonist service.
- Ensure that the Office of the Mayor is well organized and that an excellent service is delivered.
- To ensure adequate support by enabling the accomplishment of specific administrative duties.
- To ensure that the Office of the Mayor is run in a confidential and professional manner in order to assist him/her in maintaining a good public profile.
- Organising, confirming and scheduling meetings/appointments with internal and external stakeholders, arranging the venue and ensuring that refreshment is catered for
- Brief the Mayor on status of events or meetings
- Make traveling and accommodation arrangements for the Mayor and his driver

Interested persons are requested to forward completed application forms, which can be found on the website of Emthanjeni Local Municipality at www.emthanjeni.co.za, or at all Emthanjeni Municipal Offices, together with a comprehensive CV and certified copies of qualifications. For enquiries contact the Manager: Mayor's Office, Mr G Nyl on 053 632 9100.

Closing date: **06 September 2022 at 12:00**

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000
Tel: 053 632 9100**

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.