ABAQULUSI LOCAL MUNICIPALITY

EXTERNAL ADVERTISING

AbaQuiusi 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:

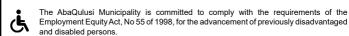
- · Matric.
- Secretarial / Diploma in Office Administration or equivalent relevant qualification.
- Computer Literacy.
 18-24 months relevant secretarial /administrative experience.
- · Valid Driver's License

Kev 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codes and updating files inserting current and relevant information and seeking approval on the destruction of old or outdated correspondence/ documentation.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.



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