

**MATJHABENG MUNICIPALITY**



**ADVERTISEMENT**

**PERSONAL ASSISTANTS (3 POSITIONS)**

- 1. OFFICE OF THE MUNICIPAL MANAGER (1 POSITION)**
- 2. SENIOR EXECUTIVE DIRECTOR CORPORATE SUPPORT SERVICES (1 POSITION)**
- 3. SENIOR EXECUTIVE DIRECTOR STRATEGIC SUPPORT SERVICES (1 POSITION)**

**SALARY: R205 716 – R266 183 p.a**

**POST LEVEL: 5/4**

**PURPOSE OF THE JOB:**

To render professional assistance and administrative support

**KEY PERFORMANCE AREAS (KPA'S)**

- Previous Administrative and Professional Assistant to and HOD.
- Manage the diary of the HOD
- Organize and maintain and proper filing system
- Plan and arrange departmental meetings, workshops, social events, travel and accommodation
- Take minutes in meetings, assist with preparation of slides for presentation.
- Screen and channel telephone calls, as well as taking telephone messages.
- Receive and liaise with external clients and internal staff in a professional manner
- Order and control stationery for the department
- Assist the Head with management of leave, stationery and telephone costs of the department and the administration related thereto.

**Other key Attributes**

- The candidate must demonstrate ability to communicate proficiently in English, Afrikaans and Southern Sotho.
- Be trusted and relied upon.
- Organize and co-ordinate events.
- Be accurate in compiling reports/documents.
- Interact with people at all levels.
- Work in a team and work under pressure

Interested Persons should address their CV, for attention to Motlhanka Ndubula: Senior Executive Director Corporate Support Services.

*Enquiries regarding the position can be directed to Mr MB Ndubula at telephone number (057-391-3243)*

- Candidates are requested to forward a comprehensive Curriculum Vitae including the necessary documentation (i.e. original certified copies of qualifications) to Acting Senior Manager Human Resources, PO Box 708, Welkom 9460 or may hand it in at the 1<sup>st</sup> floor room 17 & 18 Main Building Odendaalsrus.
- Fraudulent qualifications or documentation will immediately disqualify any applicant.
- A candidate who canvases any Councillor and/or Senior Official for preference will be disqualified immediately from the selection process from appointment.
- Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998)

**Closing date: 25 January 2010**

***Please note:*** If applicants are not contacted for an interview within six weeks after the closing date they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).

THE PIETERSEN

MUNICIPAL MANAGER

THE/mm

**NOTICE 2\2010**