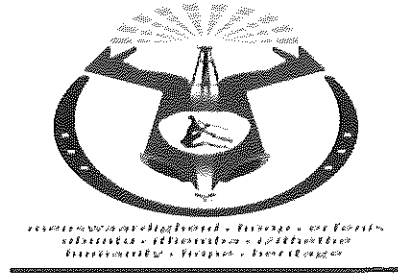


Ubuntu Municipality



ADVERT FOR VACANT POSITION

Department: Office of the Mayor
Personal Assistant
Salary: Negotiable

Minimum requirement

- Office management, leadership and analytical skills, ability to understand and observe protocol.
- Ability to demonstrate resilience and function effectively under pressure.
- Knowledge of service delivery, imperatives and implementation thereof.
- Experience in and understanding of a political environment.

Core responsibilities

- Manage the office, diary and logistical arrangement in the office of the Mayor.
- Manage all incoming and outgoing correspondence, including the prioritising and referring of correspondence to relevant departments locally, provincially and nationally on behalf of the Mayor.
- Receive and screen all telephone calls within the Mayor's Office, as and when required.
- Develop and maintain a comprehensive filing system for the Mayor's office.
- Coordinate all travelling and accommodation arrangements for the Mayor.
- Manage procurement of goods and services for the office of the Mayor.
- Facilitate and coordinate activities between Portfolio Councillors, the Municipal Manager, Head of Departments, other members of management, as well as other relevant internal and external stakeholders.
- Arrange and coordinate meetings, workshops, campaigns and events.
- Liaise with internal and external stakeholders on matters of service delivery and political mandates.
- Assist the Mayor and Senior managers to manage and monitor outputs, workflow and office deadlines.
- Make sound judgements on matters that are highly sensitive in nature, and handle responsibly.

Applications or CVs to be submitted to the **Mayor, Cllr. Z. Lolwana**, Private Bag X329, Victoria West, 7070 **Closing date: 28 December 2018**


D. Maphosa
Acting Municipal Manager