

Ubuntu Municipality



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NOTICE NUMBER:02/2022

DIRECTORATE: OFFICE OF THE MAYOR

PERSONAL ASSISTANT (X1 POSITION)

REMUNERATION: T 7(1)

R 173 436.00 PER ANNUM

ALL INCLUSIVE PACKAGE

DURATION: APPOINTMENT IS ATTACHED TO THE TERM OF OFFICE OF THE MAYOR

MINIMUM REQUIREMENTS:

- 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 and understanding of a political environment.

KEY PERFORMANCE AREAS

- Manage the office, diary and logistical arrangement in the office of the Mayor.
- Managing 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.

PLEASE NOTE: No faxed or emailed applications will be accepted. A covering letter clearly stating the position you are applying for, certified copies of academic qualification and a copy of your curriculum vitae must be accompany all applications.

Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Municipal Manager, Ubuntu Municipality ,78 Church Street, Victoria West 7070

CLOSING DATE: 26 JULY 2022

- ❖ Canvassing for appointment will automatically be disqualified
- ❖ If no reply to your application has been received within thirty (30) days of the closing date, you should consider your application as being unsuccessful
- ❖ No late, facsimile or email applications will be accepted
- ❖ No applications will be considered without certified copies of the original documents
- ❖ Correspondence will be limited to short-listed candidates



**Ms. NM MKONTWANA
ACTING MUNICIPAL MANAGER
Ubuntu Local Municipality
Private Bag X 329
Victoria West
7070**