

**Ubuntu Municipality**



**NOTICE NUMBER:03/2022**

**DIRECTORATE: OFFICE OF THE MAYOR**

**PERSONAL ASSISTANT (X1 POSITION)**

**REMUNERATION: T 5 (1)**

**R 127 884 .00 PER ANNUM**

**ALL INCLUSIVE PACKAGE**

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

**MINIMUM REQUIREMENTS:**

- Grade 12
- Secretariat Certificate or diploma will be an added advantage
- 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.
- Drivers Licence

**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.

A handwritten signature in black ink, appearing to be 'W. J. J. J.', is located at the bottom center of the page.

**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 accompanying 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:** 17<sup>th</sup> February 2023

- ❖ 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



**Mr. Molaole**  
**ACTING MUNICIPAL MANAGER**  
**Ubuntu Local Municipality**  
**Private Bag X 329**  
**Victoria West**  
**7070**