

Ubuntu Municipality



Ubuntu Local Municipality
—Ubuntu Local Municipality—
—Ubuntu Local Municipality—
—Ubuntu Local Municipality—

NOTICE NUMBER:08/2023

DIRECTORATE: OFFICE OF THE MAYOR

PERSONAL ASSISTANT (X1 POSITION)

Ubuntu Local Municipality with its headquarters in Victoria West, invites suitable qualified candidates to apply for the above-mentioned position. The Municipality is an equal opportunity, affirmative action employer, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

REMUNERATION: T 7

ALL INCLUSIVE PACKAGE

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

MINIMUM REQUIREMENTS:

- Grade 12
- Secretarial 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 will be an added advantage.

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 Councillors, the Municipal Manager, as well as other relevant internal and external stakeholders.
- Arrange and coordinate meetings, workshops and events.

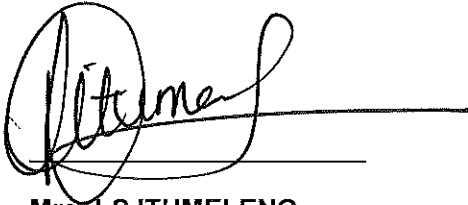
- Liaise with internal and external stakeholders on matters of service delivery and political mandates.
- Assist the Mayor and Senior Managers to manage and monitor outputs, workflow and office deadlines.

PLEASE NOTE: Applications can be emailed to recruitment@ubuntu.gov.za. A covering letter clearly stating the position you are applying for; certified copies of academic qualifications and a copy of your CV must be accompanying your application.

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

CLOSING DATE: 28 NOVEMBER 2023 AT 12H00.

- ❖ 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



Mrs. LS ITUMELENG
MUNICIPAL MANAGER
Ubuntu Local Municipality
Private Bag X 329
Victoria West
7070

