



THABAZIMBI LOCAL MUNICIPALITY

PRIVATE BAG X530

THABAZIMBI

0380

Tel.: 014 772 2295/ Fax: 014 777 1531

Applications are invited from suitable qualified experienced persons for appointment in the under mentioned post.

PERSONAL ASSISTANT TO THE SPEAKER

Duration: Contract linked to the term of current Speaker.

REMUNERATION PACKAGE: R282 210, 84 per annum

QUALIFICATIONS: Grade 12. A Qualification in Secretarial Studies/Management Assistant or equivalent, Computer Literacy.

EXPERIENCE: 2 Years administration/secretarial experience.

KEY PERFORMANCE AREAS: Performs reception and secretarial duties and general office administration as well as all typing within relevant department. Organize meetings and take minutes during meetings. Administrates internal and external correspondence. Ability to handle office on her/his own when needed. Manage the Speaker's diary on daily basis. Receiving visitors and referring them to the appropriate member staff. Notifying Speaker of visitors to the office. Liaising with all departments. Taking custody of confidential and important documents. To ensure the efficient operation of the office.

CLOSING DATE: 28 APRIL 2023

If you are interested and you are in possession of the necessary qualifications and experience, please address your application form obtainable on the municipality website (www.thabazimbi.gov.za), together with certified copies of qualifications and identity documents to the following address:

NOTICE NUMBER: 07/2023

**Municipal Manager
Private Bag X530
THABAZIMBI
0380**

Application forms are also available at the Human Resources Office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number **014 772 2295**.

APPLICATIONS BY FAX OR E-MAIL WILL NOT BE ACCEPTED.

Thabazimbi Local Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.

If you are not invited for an interview within 20 (Twenty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into. Candidates will be subjected to verification of credentials. The municipality reserves the right not to make any appointment

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the bottom right, enclosed within a hand-drawn oval.

**LG TLOUBATLA
MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**