



THABAZIMBI LOCAL MUNICIPALITY

PRIVATE BAG X530

THABAZIMBI

0380

Tel.: 014 777 1525 / Fax: 014 777 1531

Website: www.thabazimbi.gov.za

Thabazimbi Local Municipality is an equal opportunity employer subscribing to the Employment Equity Act and hereby invites applications from suitable qualified experienced persons for appointment in the under mentioned post. Women and disabled persons are encouraged to apply.

PERSONAL ASSISTANT – MUNICIPAL MANAGER **(OFFICE OF MUNICIPAL MANAGER)**

CONTRACTUAL

SALARY PACKAGE: R229 709.78 per annum. Additional benefits that can be included in the package are as follows: (i) Medical aid cover (ii) Pension fund.

QUALIFICATIONS: Grade 12; Secretarial Diploma or Equivalent

EXPERIENCE: At least 3 Years typing experience, advanced computer literacy in MS Office, Excel, Word, PowerPoint, internet and email. Good interpersonal and communication skills.

DUTIES: Performs reception and secretarial duties and general office administration as in the office of the Municipal Manager. Handle enquiries, take messages, schedule appointments & keep the Municipal Manager's diary up to date. Arrange meetings and take minutes if needed. Receive & dispatch letters and other internal and external correspondence. Ability to handle office on her/his own when needed. Referring documentation to departmental managers where appropriate. Drafting responses to correspondences where appropriate. Making recommendations where appropriate and make follow ups. To provide assistance to the Municipal Manager during his absence from the office. Sorting and distributing correspondences and filling them, sending receiving and distributing fax messages. To ensure the efficient functioning of the Municipal Managers Office. Perform any other reasonable task.

CLOSING DATE: 8 OCTOBER 2018

If you are interested and you are in possession of the necessary qualifications and experience, please address your CV and authenticated copies of your qualifications together with an application form duly completed to:

The Municipal Manager
Private Bag X530
THABAZIMBI
0380

NOTICE NUMBER: 114/2018

Application forms are available at the personnel office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number **014 777 1902**.

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.

NB. Canvassing with councilors is not permitted and proof thereof will result in disqualification.

If you are not invited for an interview within 20 (twenty) working days after the closing date, consider your application as unsuccessful. No further correspondence will be entered into.

**TG RAMAGAGA
MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**