



THABAZIMBI LOCAL MUNICIPALITY
PRIVATE BAG X530
THABAZIMBI
0380
Tel.: 014 777 1525 / Fax: 014 777 1531

Thabazimbi 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

Personal Assistant: Mayor
(Office of the Municipal Manager)

TOTAL PACKAGE: R262 248.36 per annum

CONTRACT PERIOD: 5 (Five) years

QUALIFICATIONS: Grade 12
Secretarial Diploma or Equivalent

EXPERIENCE: 3 Years administration experience
Advanced computer literacy in MS Office,
Excel, Word & PowerPoint

DUTIES:

1. Performs reception, secretarial and general Office administration in the Office of the Mayor
2. Organize meetings and take minutes during meetings
3. Organize Mayoral functions as requested by the Mayor.
4. Administrates internal and external correspondence.
5. Ability to handle office on her/his own when needed
6. Manage the Mayor's diary on daily basis
7. Liaising with the departments and stakeholders
8. Taking custody of confidential and important documents
9. Ensure the efficient operation of the office
10. Filing all documentation in the Division

BENEFITS: As applicable on a Grade 3 Local Authority.

CLOSING DATE: 17 February 2017

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 OR an application form duly completed together with authenticated copies of your qualifications to:

Notice: 05/2017

**ACTING MUNICIPAL MANAGER
THABAZIMBI MUNICIPALITY**

Application forms are available at the Personnel Office of Thabazimbi Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number 014 777 1902 ext 105 or 106.

- Applications by fax or e-mail will not be accepted.
- No applications will be accepted without certified copies of qualifications.
- Canvassing with Councilors is not permitted and proof thereof will result in disqualification

If you are not invited for an interview within 30 (thirty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into.