



**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 post.

**Personal Assistant: Office of the Speaker and Chief Whip**  
(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:** At least 3 years typing experience  
Advanced computer literacy in MS Office, Excel, Word & PowerPoint, internet and e-mail  
Good interpersonal and communication skills  
Good computer knowledge and typing skills

**KEY PERFORMANCE AREAS:**

1. Performs reception and secretarial duties and general office administration as well as all typing within relevant department
2. Organize meetings and take minutes during meetings
3. Administrates internal and external correspondence.
4. Ability to handle office on her/his own when needed
5. Manage the Speaker's and Chief Whip's diary on daily basis
6. Liaising with the departments
7. Taking custody of confidential and important documents
8. Ensure the efficient operation of the office
9. Filing all documentation in the Division

**BENEFITS:** Included in total package

**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: 06/2017**

**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.