



THABAZIMBI LOCAL MUNICIPALITY

PRIVATE BAG X530

THABAZIMBI

0380

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

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 TO THE MAYOR

Duration: Contract aligned to the term of office of the Mayor.

BASIC SALARY: R229 709.78 per annum (POST LEVEL 06)

QUALIFICATIONS: Grade 12. A Qualification in Secretarial Studies, Computer Literacy.

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

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

CLOSING DATE: 15 MARCH 2019

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 to:

The Municipal Manager

Private Bag X530

THABAZIMBI

0380

Notice No: 04/2019

Application forms are available at the personnel office of the Thabazimbi Local Municipality - Municipal Offices,

7 Rietbok Street, Thabazimbi, 0380 or telephone number 014 777 1525/ 014 777 1902

- **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 20 (twenty) working days after the closing date, consider your application as unsuccessful. No further correspondence will be entered into.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

**TG RAMAGAGA
MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**