



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 office of current Political Office-bearer (Speaker).

REMUNERATION PACKAGE: R310 835,52 per annum

QUALIFICATIONS:

Grade 12

A Qualification in Secretarial Studies/Management Assistant or equivalent.

Computer Literacy. Typing of correspondence

EXPERIENCE: 2 Years administration/secretarial experience.

KEY PERFORMANCE AREAS:

- Manage diary and organising of appointments, meetings, events and functions, for the Office
- Responsible for personal calls and telephonic enquiries
- Travel and accommodation arrangements for the Speaker
- Responsible to ensure that the Speaker receive agenda's in time for attendance of meetings Provide day to day general administrative support to the Speaker
- Distribution of all e-mails in an accurate and timely manner
- Manage the calendar of the Speaker including scheduling and setting up of meetings, appointments, conference calls, video conferencing;
- Answering & Screening of calls, identifying the nature and priority of the issue, taking proactive actions to ensure appropriate responses to issues;
- First line screening of visitors, responsible for requests and facilitate appropriate responses from officials
- Responsible for handling request for funding and donations from community organisations and individuals (Where it is relates to the office of the Speaker)
- To arrange and co-ordinate corporate functions and events, including project management, budgets, logistics, catering and administrative support
- To prepare and distribute agendas including the drafting of minutes when required
- Manage confidentiality & a sophisticated filing system

- Perform any reasonable administrative duties as requested by the Office of the Speaker

NB: This is a fixed contract of employment linked to the term of Office of the Speaker. The contract will lapse within 30 days after the Speaker vacates the Office.

CLOSING DATE: 7 FEBRUARY 2025

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: 01/2025

**Acting Municipal Manager
Private Bag X530
THABAZIMBI
0380**

Application forms are available on the municipal website and at the personnel 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 thirty (30) working days from the closing date, you must accept that your application was unsuccessful. Successful candidate will sign a performance agreement and disclosure of interest. No further correspondence will be entered into. Candidates will be subjected to verification of credentials. Municipality reserves the right to fill the post.



**M CHUMA
ACTING MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**