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www.mandeni.gov.za

MANDENI LOCAL MUNICIPALITY INTERNAL AND EXTERNAL CAREER OPPORTUNITY

The following vacancy exists for a suitably qualified and experienced person to join the staff of Mandeni Municipality within the Municipal Manager's Department.

PERSONAL ASSISTANT TO THE MUNICIPAL MANAGER (5 YEARS CONTRACT)

PN 57/2017

Basic Salary: Task Grade 9 (R 154 256.28 – R 200 238.72 pa)

Minimum requirements:

- Grade 12 certificate
- 3 year National Diploma in Office Management or equivalent Qualification and proven ability.
- Must be computer literate
- Communication skills are imperative
- Good interpersonal skills, fluent in Speaking & writing both English and isiZulu
- Willing to work under pressure and overtime as and when required

DUTIES

- Supervise the functioning and the management of documents in the office of the Municipal Manager
- Communicate with various internal department on the program of the relevant Department or Office
- Scheduling and updating appointments and book venues on behalf of the Municipal Manager
- Confirming travel and accommodation details, attending to specific business arrangements and providing information on the itinerary and specific requirements prior to departure or briefing the Municipal Manager in respect of local travel, detailing scheduled arrangements.
- Using word processing and other 'Office applications' to prepare, format and type documentation or correspondence or graphic material and attending to the distribution upon approval and confirmation.
- Attending to the filing of confidential or general documentation and correspondences, removing and inserting copies in specific files.
- Controlling and updating coding or indexing sequences to facilitate accessibility to

Executive Committee

Clr. SD Zulu (Mayor) | Clr. PM Sishi (Deputy Mayor) | Clr. MPP Zungu (Speaker) | Ex Officio Mr S Khuzwayo (Acting Municipal Manager)
Clr. NP Ndal | Clr. LR Molecha | Clr. X Mafane | Clr. MS Mangu | Clr. M Shamas



information.

- Attending to telephonic calls or visitors to the Office of the Municipal Manager, communicating and establishing the nature of the visit or enquiry.
- Checking on the availability of the Municipal Manager to attend to specific issues, detailing the urgency in specific instances to facilitate immediate attention.

Enquiries must be directed to: Ms. BL Zondo (Manager Human Resource and Employee Relations); on tel: (032) 456 8200.

Please forward your application form and full CV with certified photocopies of certificates, quoting reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.

The closing date for applications will be **29 September 2017 at 12:00 pm**, if you do not hear from us within 30 days of the closing date consider your application as unsuccessful.

Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building.

NB: the municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment.


SG KHUZWAYO
ACTING MUNICIPAL MANAGER