



THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 2030005/8
Fax (053) 2030490
www.thembelihlemunicipality.co.za

ADVERT FOR VACANT POSITION: Personal Assistant to the Mayor

Department: Office of the Mayor

Personal Assistant

Salary: Negotiable

Minimum requirements:

- Office management, leadership and analytical skills, ability to understand and observe protocol
- Ability to demonstrate resilience and function effectively under pressure
- Knowledge service delivery, imperatives and implementation thereof
- Experience in and understanding of a political environment.

Core responsibilities:

- Manage the office, diary and logistical arrangements in the Office of the Mayor
- Manage all incoming and outgoing correspondence, including the prioritising and referring of correspondence to relevant departments locally, provincially and nationally on behalf of the Mayor
- Receive and screen all telephone calls within the Mayor's office, as and when required
- Develop and maintain a comprehensive filing system for the Mayor's Office
- Coordinate all travelling and accommodation arrangements for the Mayor
- Manage procurement of goods and services for the Office of the Mayor
- Facilitate and coordinate activities between Portfolio Councillors, the Municipal Manager, Head of Departments, other members of Management, as well as other relevant internal and external stakeholders
- Arrange and coordinate meetings, workshops, campaigns and events
- Liaise with internal and external stakeholders on matters of service delivery and political mandates
- Assist the Mayor and Senior Managers to manage and monitor outputs, workflow and office deadlines
- Make sound judgements on matters that are highly sensitive in nature; and handle responsibly

Applications or CVs to be submitted to the Mayor, Private Bag X3, Hopetown, 8750

Closing date: 09 January 2014 at 16H00

Appointment will be made on a fixed-term performance-based contract.

Should candidates not be informed of the outcome of the application within twelve weeks of the closing date, it should be regarded as having been unsuccessful.

Thembelihle Municipality subscribes to the principles of the Employment Equity Act and reserves the right NOT TO MAKE AN APPOINTMENT.