



# THEMBELIHLE

LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHALENI

Private bag X3 HOPETOWN 8750

Church Street HOPETOWN 8750

(053) 2030005/8

Fax (053) 2030490

[www.thembelihlemunicipality.gov.za](http://www.thembelihlemunicipality.gov.za)

*Incorporating the towns of Strydenburg and Hopetown*

*Northern Cape Province, Republic of South Africa*

## Personal Assistant to the Mayor

### REQUIREMENTS

- A Grade 12 Certificate or equivalent qualification with at relevant reception/ front desk/ switchboard operator experience in a public service environment
- Sound computer knowledge of Microsoft Word, Microsoft Excel and Powerpoint
- Good interpersonal and communication skills
- Good receptionist and excellent typing skills
- Ability to interact with people at various and diverse levels
- Ability to work under pressure and to meet tight deadlines
- Attention to detail and be able to work independently
- Good public relations
- 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.

### DUTIES: KEY PERFORMANCE AREA

- 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

**Salary:** Negotiable

**BENEFITS:** Normal fringe benefits applicable to local authorities

**Closing date:** 18 November 2016 at 12H00

Applications should be accompanied by an updated and comprehensively detailed C V with certified copies of qualifications, testimonials and ID document. No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted. If you don't hear from us within 60 days from the closing date, please regard your application as unsuccessful.

### Please forward applications to:

The Mayor, attention Ms B Mpamba  
Thembelihle Municipality  
Private Bag X3  
HOPETOWN  
8750  
**Tel: 053-2030005/8/442/001**