

Tel.: 040 6733 095
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PO Box 539
Peddie
5640

VACANCY

Ngqushwa Municipality incorporating Hamburg, Peddie Town, rural and portion of King Williams Town rural invites suitably qualified and experienced candidates to apply for the following position:-

Department : Office of the Municipal Manager
Position : Personal Assistant to the Municipal Manager
Salary : R 259 886.00 – R 337 345.00 p.a. (Task Grade 12)

Requirements

- An appropriate degree/National Diploma
- Two (2) years' relevant experience
- Must be able to work under extreme pressure
- Must be prepared to work irregular hours and to travel when required
- Computer literacy
- Must be prepared to work after hours and weekends
- Valid driver's license

Duties:-

- Manage and coordinate the administration functions in the Office of the Municipal Manager
- Assist in ensuring the implementation of projects and compliance with target dates
- Draft submissions, memorandums, briefing notes, presentations and reports as required
- Manage Municipal Manager's diary
- Plan travel for Municipal Manager
- Communicate with required stakeholders
- Assist preparations for Municipal Manager's meetings
- Maintain and access records of discussions, instructions and correspondence
- Co-ordinate logistics, flow of information and other specific activities

Interested persons should submit an application letter together with comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable references to the **Acting Municipal Manager, P. O. Box 539, Peddie, 5640** or can be hand delivered to **Ngqushwa Municipal Offices, Cnr. N2 and R345 Main Road, Peddie**. Enquiries can be directed to **Human Resources Manager, Mr. M. Mxekezo at 040 6733 095**.

NB:-

- No faxed or e-mailed applications will be accepted
- Only certified copies of certificates, ID and driver's license accepted.
- Canvassing of Councillors and/or officials will result to disqualification of your application

- Only the shortlisted and successful applicants would be contacted, therefore if you have not heard from us within 30 days after the closing date regard yourself as unsuccessful, however the Municipality appreciates your interest and wishes you the best in your career.
- Ngqushwa Municipality is under no obligations to fill the post after advertisement thereof.
- Applicants with disabilities are encouraged to disclose their disability status on their application.
- Preference will be given to applicants from designated groups in line with Employment Equity Act & Plan.

Closing date : 05 September 2017

**MR. L. GOVU
ACTING MUNICIPAL MANAGER**