

SIYANCUMA MUNICIPALITY



Applications are hereby invited from suitable qualified individuals with enthusiasm for the following career opportunity in our dynamic organization:

PERSONAL ASSISTANT TO THE MAYOR

TASK LEVEL: 9

R225 132 Cost to Company

This is a fixed term contract position linked to the term of the Mayor

MINIMUM REQUIREMENTS

- A National Diploma –Secretarial or equivalent.
- Sound computer knowledge of Microsoft Word, Microsoft Excel and PowerPoint
- Good interpersonal and communications 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 prioritizing and referring of all 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.
- Manage procurement of goods and services for the Office of the Mayor/
- Facilitate and coordinate activities between Portfolio Councilors, the Municipal Manager, Head of departments, other members of Management, as well as mother relevant internal and external stakeholders.
- Arrange and coordinate meetings, workshops, campaigns and events.
- Liaise with internal and external stakeholders of matters of service delivery and political mandate.
- Assist the Mayor and Senior Managers to manage and monitor outputs, workflow and office deadlines
- Make sound judgements on matter that are highly sensitive in nature; and handle responsibly.

CLOSING DATE: 28 APRIL 2022

Application should be accompanied by an updated and comprehensively detailed CV with certified copies of qualifications, testimonials and ID document. No fax, 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 Acting Municipal Manager
Siyancoma Municipality
P.O Box 27
Douglas
8730

Tel: 053 298 1810