FRANCES BAARD

DISTRICT MUNICIPALITY / DISTRIKSMUNISIPALITEIT
MASEPALA WA SEDIKA / U MASEPALA WE SITHILI

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and the pursuit of excellence in service delivery. The municipality has the following vacancy:

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
VACANCY: PERSONAL ASSISTANT TO THE SPEAKER

Ref. no: 19/26

CONTRACT POST
TASK 9

Fixed term contract linked to the term of office of the public office bearer which is performance based.

Basic salary: R267 792.00 – R347 652.00 (plus contractual benefits: pension, medical aid scheme, group life insurance, housing subsidy, 13th cheque).

Requirements: The applicant must be in possession of a National Diploma in Office Management, Business Administration, or Public Administration, Secretarial/Office Administration or equivalent qualification. Sound knowledge of relevant computer programmes (MS Word, Excel and Access). Good communication skills. 18-24 months relevant secretarial/Administration experience.

Knowledge, Skills, Training and Competency required: Excellent prioritising and ability to manage a variety of tasks simultaneously. Ability to work in a pressurised environment. Proven organisational skills and information flow. Good inter-personal skills. Ability to set-up and maintain organisational systems. Co-ordinate incoming and outgoing correspondence. Willingness to work outside normal working hours. Ability to conduct research and draft briefing notes for the Speaker

Key performance areas: Ensure that critical, confidential and important appointments and executive events and functions, are efficiently planned, prioritised and co-ordinated, upholding the professionalism and image of the Municipality. Ensure that adequate support is made available to enable the accomplishment of specific administrative reporting deadlines. Ensure that records and related information are maintained and details/correspondence supporting specific processes and decisions are accessible and made available to facilitate the execution of necessary actions. Ensure that telephonic calls and enquiries are attended to promptly and professionally in accordance with customer services standards and objectives and adequate/efficient office support made available. Direct work necessary to accomplish programmes and projects of interest to the Speaker. Setting up, maintaining and manage system and procedures for the timeous handling of all correspondence and documentation in the Office of the speaker. Create, manage and maintain systems and procedures for tracking and follow-up on all correspondence and documentation in the Office of the Speaker. Provide constant support to the Speaker regarding Mayoral Committee and Council matters, Meetings, Conferences and documents. Conduct media research and manage special projects on behalf of the Speaker. Assist with the diary of the Speaker. Manage the protocol of the Office of the Speaker.

Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory, and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by originally certified copies of ID and qualifications not older than 3 months.

Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.

Application forms are available from the municipal office and/or may be downloaded from the municipal website; www.francesbaard.gov.za. Enquiries can be directed to: Mrs. Pulane Matsitse/Ms. Lesedi Thomas, Tel: 053-838 0912/911.

Note: Designated groups, including people living with disabilities, are particularly encouraged to apply. FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED. Successful candidates will be subjected to a compulsory reference and validation checks. The District Municipality reserves the right to make no appointments.

Closing Date: 04 December 2026

MUNICIPAL MANAGER, MS ZM BOGATSU