



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 quality in service rendering. The municipality has the following vacancy:

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

Ref. no: 01/24

FIXED TERM CONTRACT POSITION TASK 10

Fixed term contract position which is performance based and linked to the term of office of the Municipal Manager

Basic salary: R258 408.00 – R335 376.00 per annum

Structurable component: R152 537.59 – R175 297.28 per annum

Total Package R410 945.59 – 510 673.28 per annum)

Requirements: The applicant must be in possession of a Secretarial/Office Administration Diploma or equivalent management/law qualification. Sound knowledge of relevant computer programmes (MS Word, Excel and Access). Good communication skills. 18-24 months relevant secretarial/Administration experience. Code 08 driver's license.

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. Co-ordinate incoming and outgoing correspondence. Willingness to work outside normal working hours. Ability to conduct research and draft briefing notes for the Municipal Manager.

Key Performance Areas: Providing executive secretarial support, coordinating general office requirements and overseeing the office expense budget. Communicating with visitors, officials and the general public, sourcing and making available routine information pertaining to scheduled activities of the departments or municipality. Monitoring office maintenance, general refurbishment requirements. Scheduling, confirming and updating the diary and alerting or indicating priority/urgent meetings requiring attention. Organising, confirming and scheduling meetings and appointments with internal departments/external officials and arranging the venue. Preparing meeting notice, agenda and minutes for specific meetings (e.g. Management Committee) and attending to the distribution and arranging for the collection of documentation prior to scheduled meetings. Ensure that critical, confidential and important appointments and executive events and functions are efficiently planned, prioritised and co-ordinated

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 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 Job 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. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. The District Municipality reserves the right to make no appointments..

Closing Date: 29 February 2024

MUNICIPAL MANAGER, MS ZM BOGATSU