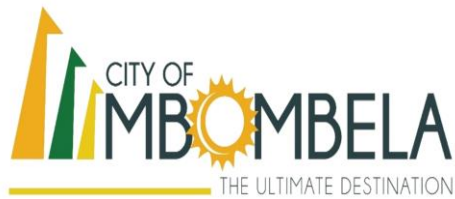


Civic Centre
1 Nel Street
Mbombela 1201
Republic of South Africa



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Tel: +27 (0) 13 759-9111
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CORPORATE SERVICES

EXTERNAL ADVERTS

DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR

1 X PERSONAL ASSISTANT TO THE EXECUTIVE MAYOR (POSITION IS LINKED TO THE TERM OF THE OFFICE OF THE EXECUTIVE MAYOR)

REQUIREMENTS AND COMPETENCIES: Grade 12 **PLUS** National Diploma in Office Administration and Technology or equivalent qualification with atleast 2-3 years experience in a related field. Computer literacy in Ms Office. Knowledge of governance administrative processes and activities. A team player capable of handling a wide variety of tasks. Financial Management skills. Hands-on corporate governance experience. Willingness to work extra-ordinary hours. Good communication skills (both written and verbal). Ability to prepare speech and good negotiation skills.

RESPONSIBILITIES: Maintain and manage the diary of the Executive Mayor. Manage the support staff in the Office of the Executive Mayor. Ensure that world class executive secretarial support is provided to the Executive Mayor, thereby enabling him to excel in leading the municipality to greater heights of leadership excellence, service delivery and development. Assist the Executive Mayor in institutionalising partnership arrangements with relevant government, business, civil society and academic and research agencies. Liaison with appropriate offices and stakeholders in respect of governance matters, as per the municipality's policy objectives and imperatives of the city's governing structures. Assist the Executive Mayor in institutionalising administrative oversight strategies and mechanism as well as implementation thereof. Sound internal and external relations

SALARY SCALE: R561, 661.33 – R729, 058.34 PER ANNUM (TASK GRADE 15)

DEPARTMENT: STRATEGIC MANAGEMENT SERVICES

4 X ADMINISTRATIVE ASSISTANT TO THE MAYORAL SUPPORT SERVICES (POSITIONS ARE LINKED TO THE TERM OF THE OFFICE OF THE MMCs)

1x ADMIN ASSISTANT: MMC- COMMUNITY SERVICES
1x ADMIN ASSISTANT: MMC- CORPORATE SERVICES
1x ADMIN ASSISTANT: MMC- STRATEGIC MANAGEMENT SERVICES
1x ADMIN ASSISTANT: MMC- WATER & SANITATION.

REQUIREMENTS & COMPETENCIES: Grade 12 **PLUS** Diploma in Office Administration or equivalent qualification with at least 1-2 years' experience in a related field. Must be computer literate in Ms Office with good communication and interpersonal skills. Strong sense of responsibility, preciseness and accuracy. The incumbent must be able to work under pressure.

RESPONSIBILITIES: Handle all reception responsibilities that may include receiving visitors, answering telephone and taking messages. Receive and distribute correspondence. Manage telephone and diary of the MMC. Arrange appointments, meetings and functions as required for the MMC. Keep minutes of meetings. Maintain Budget and account records by obtaining quotations. Coordinate enquiries and correspondence that require input from more than one section. Facilitate all other admin duties that may arise from time to time.

SALARY SCALE R325, 520.43- R422, 532.60 PER ANNUM (TASK GRADE 11)

DEPARTMENT: OFFICE OF THE COUNCIL

1 X PERSONAL ASSISTANT TO THE SPEAKER (POSITION IS LINKED TO THE TERM OF THE OFFICE OF SPEAKER)

REQUIREMENTS & COMPETENCIES: Grade 12 **PLUS** National Diploma in Office Administration and Technology or equivalent qualification plus 2-3 years experience in a related field. Computer literacy in Ms Office. Knowledge of governance administrative processes and activities. A team player capable of handling a wide variety of tasks. Financial Management skills. Hands-on corporate governance experience. Willingness to work extra-ordinary hours. Good communication skills (both written and verbal. Ability to prepare speech and good negotiation skills.

RESPONSIBILITIES: Update and advise the Speaker with the current issues affecting Local governance. Prepare the Speakers speeches. Responsible for accounts and Budgets. Arranging travel and accommodation and, occasionally, travelling with the Speaker to take notes or dictation at meetings or to provide general assistance during presentations. Producing documents, briefing papers, reports and presentations. Devising and maintaining office systems, including data management, filing etc. Screening telephone calls, enquiries and requests, and handling them when appropriate. Organising and maintaining diaries and making appointments.

SALARY SCALE: R561, 661.33 – R729, 058.34 PER ANNUM (TASK GRADE 15)

1x ADMIN ASSISTANT: CHIEFWHIP

REQUIREMENTS & COMPETENCIES: Grade 12 **PLUS** Diploma in Office Administration or equivalent qualification with at least 1-2 years' experience in a related field. Must be computer literate in Ms Office with good communication and interpersonal skills. Strong sense of responsibility, preciseness and accuracy. The incumbent must be able to work under pressure.

RESPONSIBILITIES: Handle all reception responsibilities that may include receiving visitors, answering telephone and taking messages. Receive and distribute correspondence. Manage telephone and diary of the MMC. Arrange appointments, meetings and functions as required for the MMC. Keep minutes of meetings. Maintain Budget and account records by obtaining quotations. Coordinate enquiries and correspondence that require input from more than one section. Facilitate all other admin duties that may arise from time to time.

SALARY SCALE R325, 520.43- R422, 532.60 PER ANNUM (TASK GRADE 11)

NB: APPLICANTS MUST TAKE NOTE THAT THE PERIOD LEFT FOR THE ADVERTISED POSITIONS IS NOT MORE THAN 12 MONTHS FROM THE DATE OF APPOINTMENT.

CLOSING DATE & TIME: 16 October 2020 @16H00

If you qualify to apply for the above position, please send your application letter in conjunction with your comprehensive curriculum vitae, as well as certified copies of certificates to: Senior Manager: Human Resources, City of Mbombela, P.O. Box 45, Mbombela, 1200 /or hand delivered to 1 Nel Street, Civic Centre, Mbombela, Glass Office 1, 3rd Floor.

Enquiries can be directed to human resource division: (013 759 2095/9145/9970/9037/9038). No late or faxed applications will be considered.

Should you not have been contacted for an interview within 30 days after the closing date you may assume that your application was unsuccessful.

THE CITY OF MBOMBELA SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION AND IN THIS VAIN, SUITABLY QUALIFIED WOMEN AND PEOPLE WITH DISABILITIES ARE PARTICULARLY ENCOURAGED TO APPLY.

**MUNICIPAL MANAGER
WJ KHUMALO**