



GREATER TZANEEN Municipality Vacancy



The following position is being advertised and applicants are invited to apply.

OFFICE OF THE MUNICIPAL MANAGER

1X PERSONAL ASSISTANT
(Job Id Number: 0/1/1/002)

Salary: R423 861. 60 per annum (Job level 07)

The job purpose of a Personal Assistant is to provide personal assistance and administrative support to the office of the Mayor.

Key performance areas: The Personal Assistant must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ *Manage and maintain Mayor's office* ▲ *Escort the mayor to various meetings* ▲ *Prepare, edit and review correspondence from Mayor to citizens* ▲ *Provide feedback on matters of significance in which the Mayor is actively involved to the Office of the Municipal Manager through oral and written reports.*

Requirements: National Diploma in Public Administration/Management, Social Science or relevant experience; Two (02) years relevant experience; Drivers licence.

Applications should be submitted on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing date: 07 May 2021 at 15:00 **Enquiries: Mrs H Maake (015) 307 8284/8006.**

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

MR BS MATLALA – MUNICIPAL MANAGER