

Winnie Madikizela-Mandela Local Municipality

Physical Address
51 Winnie Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal
Manager
Tel: 039 251 0230
Fax: 039 251 0917
mahlakal@mbizana.gov.za

RE-ADVERT

Applicants are hereby invited from suitable qualified individuals to fill the vacant positions indicated below:-

- | | |
|----------------------|---|
| 1. POST: | PA TO MUNICIPAL MANAGER |
| DEPARTMENT: | MUNICIPAL MANAGER'S OFFICE |
| CONTRACT: | FIXED TERM CONTRACT (ATTACHED TO THE MM) |
| TASK GRADE: | 07 |
| REFERENCE: | MLM/JD/PAMM |
| REMUNERATION: | R344 135.00 – R422 115.00 ALL INCLUSIVE SALARY PACKAGE PER ANNUM |

REQUIREMENTS

- ✓ Grade 12;
- ✓ Diploma in Secretarial Studies;
- ✓ 3 year qualification in the field will be an added advantage;
- ✓ 2-3 years' experience in the administration field;
- ✓ Must be computer literate with office applications;
- ✓ Fluency in at least two official languages (English & Xhosa preferably);
- ✓ Understanding of Local Government legislation and protocol; and
- ✓ Possess excellent communication skills, both verbal and written.

KEY PERFORMANCE AREA

- ✓ Secretarial Support: perform specific task associated with the provision of secretarial support by scheduling, confirming and updating the diary of the Municipal Manager;
- ✓ Administrative support and clerical functions: providing administrative services for the department by organizing meetings with internal and external stakeholders;
- ✓ Information record-keeping: maintain and access records of discussions, instructions and correspondences by setting up, referencing and maintaining an operational filing plan to the specific needs of the office.
- ✓ General office support: provision of reception/telephonist service by attending to incoming and outgoing calls, queries of visitors and directing them to the respective personnel.

An application form (available on the municipal website) must be completed to apply for the position and the reference number quoted, accompanied by a comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of the applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the Municipal Offices during office hours or emailed to: hr@mbizana.gov.za. For more information please contact: **Ms N. Mshweshwe on 039-251 0230/082 370 7529** during office hours. **Closing date: 03 JULY 2023 @ 12pm.**

Notice: This is a re-advert. All those who have applied before need not to apply again.

CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.

Applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



Mr. L. Mahlaka
Municipal Manager