

V A C A N C I E



Kwa Sani Municipality

Personal Assistant to the Manager: Planning and Community Services.

Kwa Sani Municipality invites suitably qualified candidates to apply for the above position:
Remuneration: **R85 797, 48** per annum plus normal Municipal benefits.

ESSENTIAL REQUIREMENTS

Secretarial or Administration Certificate or Equivalent Qualification; Senior Certificate; Computer Literate Certificate: (Microsoft Words, Power Point, Excel and Internet), Good communication and interpersonal skills and at least One year Office administration experience. Preference would be given to local candidates.

Key Responsibilities

- Providing "Front line" and Administrative support to the Office of the Manager.
- Maintaining and organizing the Manager's Diary, arranging and prioritizing meetings, confirming of appointments, reminding the Manager: Planning and Community Services.
- Arranging Accommodation for the Manager when attending meetings outside of the District.
- Providing general office Management services.
- Provide high quality reports, presentations for the use of the Management.
- Receiving, responding to; and channeling all correspondences to the relevant Sections of the Department, (hard and electronic copies).
- Providing secretarial functions, compiling and distributing notices of the meeting, agendas, drafting and distribution of minutes for various meetings.

Interested persons are requested to forward a letter of application with Comprehensive Curriculum Vitae together with certified copies of qualifications to Ms. NC James; The Municipal Manager, Kwa Sani Municipality, P.O Box 43, and Himeville 3256.

Faxed, emailed, late and incomplete applications will not be accepted. Canvassing of Municipal Councillors or Officials will automatically disqualify the candidate. If you have not been contacted after 30 days of the closing date of advertisement, please accept that your application was unsuccessful.

Enquiries: Mr. S.R. Zondi Tel: (033) 702 1060

CLOSING DATE: 15 March 2013

Ms NC James

THE MUNICIPAL MANAGER