



Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled persons are encouraged to apply.

EXECUTIVE SUPPORT

(Employment contract linked to term of Office of the Chief Whip)

Position : Personal Assistant: Chief Whip
Post Level : 06
Salary : R 575 380.00 (All inclusive remuneration package)
REF : 4/3/1/PF- MC36SESE005

REQUIREMENTS

- Candidate must possess Grade 12, Certificate in Secretarial course / Office/Administration/ Management / Public Relations and computer literacy will be an added advantage. Candidate must have 2-3 years' experience as an administrator in a political environment, must have knowledge of Local Government operation.

COMPETENCIES AND SKILLS

- Must have good interpersonal relation, strong office administration, communication skills, time management, be able to take minutes and have report writing skills. Must have strong computer knowledge (office applications)

KEY PERFORMANCE AREAS

- Scheduling, confirming and updating the diary of the Chief Whip and alerting or indicating priority/urgent meeting requiring attention.
- Organising, confirming and scheduling meetings / appointments with internal departments and external stakeholders.
- Arrangements of travelling logistics for the Chief Whip and full time members of the Mayoral Committee
- Perusing Council and Committee Agenda and Minutes of meetings and identifying with items requiring the attention of the Chief Whip.
- Maintains and access records of discussions, instructions and correspondences.
- Screen all calls and visitors, take messages and returns calls.
- Receiving and communicating with guests, complaints and/or members of the public, establishing

the nature of the visit and redirecting to appropriate personnel for attention.

- Attend to the filing of confidential/ general documentation and correspondences, removing and/ or inserting copies in specific files and/ or controlling and updating coding sequences to facilitate accessibility to information.
- Performs administrative activities associated with preparation of documents and correspondence for circulation.

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za or obtainable from the reception desk. The form must be accompanied by a detailed updated CV, recently (not older than 3 months) originally certified copies of qualifications, ID, driver's license and a signed covering letter that indicate the position you are applying for and must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X 1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed, e-mailed, late applications and those without the relevant accompanying documents will not be considered.

NOTE: Qualifications, employment background check and a security vetting will be done for all the successful candidates.

Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 or Mr J Matlou at 014 718 3339 during office hours.

Closing Date: 01 APRIL 2021

Correspondence will be limited to short-listed candidates only. Should you not be contacted within 90 days of the closing date please consider your application unsuccessful.

The Waterberg District Municipality reserves the right not to appoint or fill the advertised post.

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P RAPUTSOA
MUNICIPAL MANAGER