



WATERBERG DISTRICT MUNICIPALITY

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:

INTERNAL POST

OFFICE OF THE MUNICIPAL MANAGER PERSONAL ASSISTANT: MUNICIPAL MANAGER – POST LEVEL 06

**SALARY: R168 540 – R186 096 per annum
BENEFITS: NORMAL MUNICIPAL BENEFITS**

REQUIREMENTS

- An appropriate level of tertiary education and / or Diploma in Public Administration plus 2 years experience as a secretary of a senior manager in a municipal environment. Must have Sound Computer knowledge (office applications)

COMPETENCIES AND SKILLS

- Must have good interpersonal relation, strong office administration, communication skills, time management, is able to take minutes and report writing skills.

KEY PERFORMANCE AREAS

- Scheduling, confirming and updating the diary of the Municipal Manager.
- Organising, confirming and scheduling meetings / appointments with internal departments / external officials.
- Perusing Council and Committee Agenda and Minutes of meetings and identifying with items requiring the attention of the Municipal Manager
- 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.

Applications, accompanied by a comprehensive CV, originally certified copies of qualifications, ID and covering letter that indicate the position you are applying for, must be hand delivered to Human Resources Section, Room 25. Applications without the relevant accompanying documents will not be accepted. Further enquiries maybe directed to Acting Divisional Manager Human Resources, Salthiel Mthombene at Ext 3367 during office hours.

Closing Date: 16 July 2008 at 16:15

The onus is on you to ensure that your CV reflects the required competencies. Should you not hear from us within one month, please accept that your application was unsuccessful.

The Municipality reserves the right not to fill the advertised post.

**NC MOTSEPE
MUNICIPAL MANAGER**