



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.

ADVERT

**EXECUTIVE SUPPORT
PERSONAL ASSISTANT: SPEAKER – LEVEL 06
REF: PA OEM22/2016
(Employment contract linked to term of Office of the Speaker)**

All inclusive remuneration package: R 472 808.80 per annum

REQUIREMENTS

- Grade 12 certificate, Computer literacy plus 3 years' experience as an administrator in a political environment. 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 Speaker 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 Speaker 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 Speaker.
- 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, driver's license and covering letter that indicate the position you are applying for, must be sent by post to: The Municipal Manager, Waterberg District Municipality, and Private Bag X 1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

All qualifications and references will be verified.

Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 during office hours.

Closing Date: 20 September 2016 @ 16h00

Should you not be contacted within 90 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right **NOT** to fill the advertised posts.

**M S MABOTJA
MUNICIPAL MANAGER**



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ADVERT

**EXECUTIVE SUPPORT
PERSONAL ASSISTANT: CHIEF WHIP – LEVEL 06
REF: PAOEM21/2016**

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

All inclusive remuneration package: R 472 808.80 per annum

REQUIREMENTS

- Grade 12 certificate, Computer literacy plus 2-3 years' experience as an administrator in a political environment. 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

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ADVERT

**OFFICE OF THE EXECUTIVE MAYOR
PERSONAL ASSISTANT: EXECUTIVE MAYOR – LEVEL 06
REF: PAOEM24/2016**

(Employment contract linked to term of Office of the Executive Mayor)

All inclusive remuneration package: R 472 808.80 per annum

REQUIREMENTS

- Grade 12 certificate, Computer literacy plus 3 years' experience as a secretary/PA in a municipal environment.

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 Executive Mayor.
- Organising, confirming and scheduling meetings / appointments with internal departments and external stakeholders.
- Arrangements of travelling logistics for the Executive Mayor
- Perusing Council and Committee Agenda and Minutes of meetings and identifying with items requiring the attention of the Executive Mayor.
- 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.
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OFFICE OF THE EXECUTIVE MAYOR

EXECUTIVE MAYORAL DRIVER - POST LEVEL 09

REF: OEM18/2016

(Employment contract linked to term of Office of the Executive Mayor)

All inclusive remuneration package: R 339 362.00 per annum

REQUIREMENTS

Grade 10 qualification, driver's license plus 3 years' experience as a driver. Be able to communicate in at least two official languages preferably Sepedi and English.

KNOWLEDGE AND SKILLS

Various Local Municipalities within the Waterberg District Municipalities and the Limpopo Province. Using street maps. Ability to work independently and cope with workload pressure. Be prepared to work irregular hours including weekends. Political protocols. Planning, driving, map reading, time management, good interpersonal relations skills

KEY PERFORMANCE AREAS

- Performs activities/ tasks associated with specific travel requirements for the Executive Mayor and her Dignitaries
- Transports the Executive Mayor to/ from scheduled public events and functions
- Identifying with locations and venues and establishes routes, taking into consideration risk/ safety aspects.
- Communicating with the Secretary of the Executive Mayor in respect of the program/ schedule of meetings

- Checking specific safety requirements have been complied with prior to departure and using designated routes to specific locations/ venues.
- Conducting and recording details of vehicle safety inspections and/ or informs the Secretary to activate maintenance requisitions and confirm service/ repair appointments.

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