

**LESEDI LOCAL MUNICIPALITY, GAUTENG
ADVERTISEMENT
INTERNAL/ EXTERNAL**

Job notice number: 62 / 2018

Job Title: PERSONAL ASSISTANT TO THE EXECUTIVE MAYOR

Department: OFFICE OF THE MUNICIPAL MANAGER

Number of Positions Available: 1

Application closing date: 30 OCTOBER 2018

Remuneration: TG 9 of a category 4 Local Municipality (Salary scale R201 612 - 261696 per annum *(benefits excl.)*)

Appointments requirements: The successful incumbent must have a Secretarial/ Office Administration Diploma at NQF level 5. Be computer literate with a minimum of 2 years' relevant Secretarial/ Administrative experience.

Personal Attributes/competencies: Excellent Communication and interpersonal skills. Must be able to interact professionally with a diverse group including executives, managers and subject matter experts.

Duties: To ensure adequate support is made available to enable the accomplishment of specific administrative reporting deadlines and to provide a secretarial service to the Executive Mayor. To ensure adequate support is made available to enable the accomplishment of specific administrative reporting deadlines. To ensure records and related information are maintained and details/correspondence supporting specific processes and decisions are accessible and made available to facilitate the execution of necessary actions. To ensure the receiving and controlling of visitors to the office of the Executive Mayor, telephonic calls and enquiries are attended to promptly and professionally in accordance with customer service standards and objectives.

Contact person: Teboho Tsoku

Telephone: 016 492 0099

Applications must be lodged at: Enquiries or P. O. Box 201
Corner H F Verwoerd and Louw Street Heidelberg
Heidelberg 1441
1438

Applicants who have not been contacted within three months from the closing date should consider themselves unsuccessful. The Lesedi Local Municipality is an equal opportunity affirmative action employer. Disabled persons are encouraged to apply. Should applicants be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Lesedi Local Municipality reserves the right to appoint a successful candidate.

