

EXTERNAL ADVERTISEMENT

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following position.

CORPORATE SERVICES DEPARTMENT

PA TO THE DIRECTOR: CORPORATE SERVICES Salary Scale: R118 610.41 – R124 371 .89 Per Annum

Minimum requirements:

- A Grade 12 (Senior Certificate) with relevant National Diploma in office management / Public Relations / Public Management.
- At least 2 Years Secretarial Experience.
- Excellent Computer Skills, particularly MS Word, Excel and PowerPoint.
- Good Telephone Etiquette skills.
- Excellent Interpersonal and Communication Skills
- The Ability to Work under Pressure and Extended Hours.

Key performance areas:

- Provide strategic support and assistance to the Director Corporate Services.
- Manage the office and appointments.
- Perform secretarial duties.
- Liaise with subordinates that are reporting to the director.
- Handle both incoming and outgoing correspondence.
- Act as a link between the office of the Director Corporate Services and the office of the Municipal Manager to ensure coordination of functions such as Management of documentation as well as strategic and general management of meetings.
- Make travel arrangements and bookings for the Director Corporate Services.
- Deal with visitor's queries.
- Manage the Director's diary, arrange meetings and workshops and provide administrative support to the Director.
- Perform administration duties and prepare the weekly programme for the director.
- Arrange for meetings, prepare agendas take and type minutes for departmental meetings.
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- Follow up on decisions taken at the meetings.

Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager. P.O. Box 132, Ixopo 3276 by not later than 16h00 on Friday 22 December 2017. Faxed/Email applications will not be accepted. If you do not hear from the council within 30 days of the closing date, please consider your application as unsuccessful. All enquiries should be directed to the HRD Officer, Ms N. P. Zuke at (039) 834-7700.

Council reserves the right not to make any appointment into the above-mentioned position.

**G.M. Sineke
Municipal Manager**