UMSOBOMVU LOCAL MUNICIPALITY

Continuously Rising

ADVERTISEMENT: PERSONNEL VACANCY

Umsobomvu Municipality, with it's seat in Colesberg, covering the areas of Noupoort, Colesberg, Norvalspont, seeks to appoint properly qualified individuals in the following positions:

Personal Assistant: Municipal Manager: (Fixed term position linked to the term of the Municipal Manager)

Remuneration: Negotiable

Qualifications and Experience: Grade 12; Bilingual; Computer literate and good communication abilities.

Key Performance Areas: Handle incoming and outgoing calls for the Municipal Manager's office; Schedule, confirm and update the diary of the Municipal Manager; Alert or indicate priority/urgent meetings requiring attention for the Municipal Manager and Senior Managers; Assist members of the public with verbal, telephonic or written requests for information; Do research on any topic requested by the Municipal Manager that is needed for the execution of his functions; Make hotel reservations, flight bookings and luncheon bookings for the Municipal Manager; Hire vehicles for the Municipal Manager; Compile and submit monthly reports to the Municipal Manager; Typing, filing, record management and general office administrative duties; Handle correspondence of the Municipal Manager's office; Safekeeping of records and handling confidential documents; Prepare travel and subsistence claims for the Municipal Manager and secure payments.

Benefits: Normal fringe benefits applicable as per the BCEA.

Application Instructions: A comprehensive CV together with certified copies of qualifications and other relevant documentation must be submitted to: The Municipal Manager, Umsobomvu Municipality, Private Bag X6, Colesberg, 9795 to reach the municipality on or before 8 February 2019 at close of business. No faxes of e-mails will be accepted.

If applicants do not receive notifications regarding their application within one month of the closing date, kindly assume that the application was not successful. The municipality reserves the right not to make any appointment. All shortlisted candidates will be subjected to vetting. All enquiries must be directed to the Human Resource Section. Canvassing and/or lobbying of Councillors and or municipal officials will result in the disqualification of an applicant.

A C. MPELA
MUNICIPAL MANAGER
Notice Nr. 50/2019 Date: 23 January 2019