

MALUTI-A-PHOFUNG LOCAL MUNICIPALITY



NOTICE NO 19/2010

Maluti-a-Phofung hereby invites the application for the following position:

Applications are hereby invited from competent bilingual persons for appointment in the below mentioned vacancy.

PERSONAL ASSISTANT (PA) **OFFICE OF THE MUNICIPAL MANAGER**

Requirements:

- Matric or equivalent qualifications plus relevant experience.
- Computer skills (Office package)
- Strong interpersonal and communication skills
- Ability to work to deadlines and under pressure
- Maintain absolute confidentiality.

Core responsibilities:

1. To manage the appointments of the Municipal Manager consistent with the functions, exercise of power and discharge of duties conferred on the Municipal Manager
2. To perform the functions, exercise power and discharge the duties on behalf of the Municipal Manager as delegated by the Municipal Manager
3. To control, co-ordinate and manage the office of the Municipal Manager
4. To render support to the Municipal Manager
5. Co-ordinate meetings for Municipal Manager
6. Manage the diary of the Municipal Manager
7. Maintain the year planner for the Municipal Manager

The period of employment will be concurrent with the term of office of the Municipal Manager.

Remuneration:

Negotiable

Closing date: 09 APRIL 2010

Applications should be submitted to:

**The Municipal Manager
Maluti-a-Phofung Municipality
Private Bag X805
WITSIESHOEK
9870**

**For administrative enquiries please contact Mr N.K Rens at
(058) 718 3734/7183736.**

**Applicants are advised that if they have not heard from us 30 days from
date of closure, they should accept that their applications were not
successful.**

**RS KAU
MUNICIPAL MANAGER**