



## EXTERNAL ADVERT

The Ntabankulu Local Municipality which is situated in the Alfred Nzo region is an equal opportunity employer and requires the services of the suitable qualified person to fill in the following position /(s).

### BUDGET & TREASURY OFFICE

#### 1. PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER – TG 7

Term of Appointment: Permanent

Annual Salary: R 181 018 (Excluding benefits)

#### Requirements

- Matric
- ND Office Administration / Management/ Equivalent
- Computer literate
- 2 years' experience in Office Administration / Working environment

#### Key Performance Areas

- Provides executive support to the Chief Financial Officer
- Scheduling, planning and updating the Chief Financial Officer's diary.
- Interacting internally and externally to confirm arrangements and programmes
- Arranging and confirming travel and accommodation details and briefing the Chief Financial Officer on specific requirements prior to departure
- Copying, typing and formatting documents/ confidential information reports and creates presentations using Word Processing and related office applications.
- Preparing notification, agendas and minutes for the Chief Financial Officer's meetings and attending to the distribution and collection of documents prior to scheduled meeting.
- Recording details of discussions/ actions at meetings and preparing draft minutes for perusal and confirmation prior to circulation
- Perusing mail and documents, minutes etc, received in the office in order to identify and forward items requiring Chief Financial Officer attention.
- Attending to telephone calls and visitors to the Chief Financial Officer's office and establish the nature of visit and attend or record details and /or messaged in the absence of the Director.

**To apply for the above posts, send:** The application covering letter, accompanied by a detailed CV, originally certified copies (not older than 3 months) of academic qualifications, copy of an identity document and driver's license where applicable. The shortlisted candidates may be subjected to security and reference check. Failure to comply with the above request will disqualify your application. Ntabankulu Local Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender, and disabilities) in the municipality. The municipality reserves the right not to fill the advertised position, if deemed it appropriate to do so. If candidates do not receive communication from the municipality within 30 days from the closing date of the advert, consider your application unsuccessful. Applicants shall be penalized for canvassing the employees or any stakeholder for appointment. All appointed applicants shall be based in Ntabankulu Local Municipality main site, but the municipality reserves the right to transfer/ place an employee wherever (within Ntabankulu municipality jurisdiction) when the needs arise.

Forward all applications to: **Mrs Ivy Sikhulu- Nqwena, The Municipal Manager, Ntabankulu Local Municipality, and Private Bag X 504. Ntabankulu, 5130.** Or applications may be hand delivered to the Municipal HR Office, at Erf. 85 Main Street, Ntabankulu. Faxed or emailed applications will not be considered. Closing date **13 March 2024. Enquiries must be directed to Ms K Wongeni (Acting HR Manager) at 039 258 2440/082 499 2672.**

Approved by.

I Sikhulu- Nqwena  
Municipal Manager

Date: .....February 2024