



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 persons to fill the under-mentioned positions.

DEVELOPMENT PLANNING

1. PERSONAL ASSISTANT TO THE DIRECTOR DEVELOPMENT PLANNING – TG 7

Term of Appointment: Permanent

Annual Salary : R181 018

Requirements

- Matric
- ND : Office Management & Technology/NQF level 6 relevant qualification
- Computer literacy
- 1 year relevant experience

Key Performance Areas

- Report directly to Director Development Planning .
- Responsible for creating positive corporate image in the office of the Director Development Planning .
- Manages day to day diary of the Director Development Planning.
- Arrange appointments and meetings.
- Arrange events and conferences by arranging facilities and refreshments and issuing information.
- Screening incoming and outgoing calls and responds independently when possible.
- Type outgoing memorandums, letters and any other correspondence for the office.
- Coordinate travel arrangements, plans and itineraries and compile documents for travel meetings.
- Provide positive feedback from clients requiring services from Municipality.
- Maintain an effective administration support in the office of the Director Development Planning
- Attend visitors, organise and update filing.
- Handle all incoming and outgoing calls.
- Attend queries from customers and direct to relevant departments.

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. 06 February 2024. Enquiries must be directed to Ms K Wongeni (Acting HR Manager) at 039 258 2440/082 499 2672**

Approved by.

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I Sikhulu-Nqwena
Municipal Manager

Date: February 2024