



Mtubatuba Municipality invites applications from suitably qualified and experienced individuals **within the Municipal Area of jurisdiction** for appointment to the following positions.

<b>POSTS</b>	<b>: PERSONAL ASSISTANTS</b>
<b>NUMBER OF POSTS</b>	<b>: X2</b> <b>: PA to the Chief Whip; and</b> <b>: PA to the MPAC Chair</b>
<b>SALARY</b>	<b>: R 205 034.52 per annum all inclusive</b>
<b>CONTRACT</b>	<b>: FIXED TERM (LINKED TO THE ASSIGNED POLITICIAN'S TERM OF OFFICE)</b>

#### **Basic Qualifications and Experience:-**

- ❖ Post Matric qualification;
- ❖ One-year experience in a working environment.
- ❖ Computer literacy.
- ❖ Ability to communicate in both IsiZulu and English Languages.

#### **Knowledge, Skills and Competencies Required: -**

- ❖ General understanding of local government.
- ❖ Knowledge of local government systems, procedures and processes.
- ❖ Good report writing skills.
- ❖ Good interpersonal skills.
- ❖ Ability to meet deadlines.
- ❖ Ability to work under pressure.
- ❖ Planning and report writing skills.
- ❖ Ability to communicate with community members of various rankings.
- ❖ Understanding of protocol.

#### **Key Performance Areas: -**

- Scheduling and confirming meetings.
- Updating the diary and further reminding the Office-bearer assigned to about scheduled meetings/events.
- Copy, typing and formatting documents/ reports.
- Filing the correspondence directed to the Managers.
- Attending telephonic calls and visitors.
- Recording details of enquiries and/or messages in the absence of the Office-bearer assigned to and forwarding for attention upon availability.
- Transmitting and receiving facsimile and also attending to the photocopying of correspondence or any documents.
- Accompanying the Office-bearer assigned to on official trips whenever necessary.
- Preparing speeches and presentations as and when requested by the Office-bearer assigned to.

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#### **Fringe benefits:**

In addition to the above salary for each post, the municipality will offer a 13<sup>th</sup> cheque.

If you meet the requirements for any of these posts, please submit your **application letter**, accompanied by a detailed **Curriculum Vitae, certified copies of your tertiary qualification certificates** to the **Municipal Manager**, Mtubatuba Municipality, P.O. Box 52, Mtubatuba 3935, for the attention HR Section. **Enquiries may be directed to HR Manager (Mrs. W.E. Mthethwa)** on 035-5500069 during office hours. **(Applications on Z83, incomplete, late, faxed or e-mailed will NOT be accepted)**

**CLOSING DATE: 31 March 2017 @ 12h00.** Communication will only be limited to short-listed candidates. If you do not hear from us within 01 month after the closing date, please consider your application as unsuccessful. The Council reserves the right not to make any appointment.

**Mtubatuba Municipal Council is an equal opportunity employer and subscribes to an employment policy which is non-racial, non-discriminatory, non-sexist and based on merit.**

**Mr. J.A. Mngomezulu**  
**The Municipal Manager**