



# THEMBELIHLE

LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHLENI

*Incorporating the towns of Strydenburg and Hopetown*

*Northern Cape Province, Republic of South Africa*

✉ Private bag X3 HOPETOWN 8750

Church Street HOPETOWN 8750

☎ (053) 203 0005/8/442

Fax (053) 203 0490

[www.thembelihlemunicipality.gov.za](http://www.thembelihlemunicipality.gov.za)

## EXTERNAL/INTERNAL ADVERTISEMENT

NOTICE NO: 8/2022

Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

### DIRECTORATE: TECHNICAL SERVICES DEPARTMENT

### POST: EXECUTIVE SUPPORT TO MANAGER TECHNICAL SERVICES

ANNUAL SALARY: 204 851.64 (Task Grade 8 Notch 1 of Category 1 Local Authority).

### Abovementioned post offers the following benefits:

- 13<sup>th</sup> Cheque
- Pension Fund Benefits
- Medical aid fund benefits
- Leave benefits

### KEY REQUIREMENTS:

- National Secretarial Certificate
- NQF Level 5
- Computer skills (Word, Excel, Power Point & Internet)
- Communication Skills
- Typing skills
- Report writing skills
- Able to work independently
- Bilingual
- Sound human relations
- Organisational skills
- Diplomatic when required
- Responsible

### FUNCTIONS AND RESPONSIBILITIES

- Communicating with the Mayor's office, MTS and management and establishing critical priorities for scheduling purposes.

- Interacting internally (executive management team, departments) and externally (spokesperson for national/ international delegations, officials, business sector; community leaders) to confirm arrangements and programmes.
- Providing a support service to the MTS in making all arrangements for meetings, notification, venue, refreshments, stationery, presentation aids and taking of minutes.
- Scheduling, confirming and updating the diary of the MTS and indicating priority/urgent meetings which must be attended.
- Diarising conferences, congresses, and meetings.
- Organising, confirming and scheduling meetings/appointments with internal department / external officials, arranging the venue and ensuring that catering and refreshments are catered for.
- Prioritising engagements for the MTS. Highlighting daily, weekly, monthly and quarterly engagements and deadlines.
- Reminding MM and the relevant person(s) of the appointment by means of telephone/ e-mail.
- Making apologies on behalf of the MTS if certain meetings / function cannot be attended to.
- Co-ordinating the décor and layout, food service, invitation, media protocol requirements for internal executive events and functions.
- Briefing the MTS on the status of the event with respect to confirmation on the guest list, schedule of events, mayoral speech, etc.
- Instructing support personnel on specific requirements and priorities with respect to the Executive Diary and attending to anticipated shortcomings with respect to security and safety arrangements.
- Recording engagements and following up.
- Shielding of Manger Technical Services for unnecessary interruptions.
- Planning and organising the workflow from the MTS's Office.
- Assist with projects management in PMU Office.
- Capturing of data on MIG System
- Update of filing on a weekly and monthly basis
- Compiling spread sheets to control individual projects expenditure and submit regular reports to the supervisor
- Compiling and checking of payment certificates and forward to the supervisor and Manager for signatures
- Assist with the dealing with complaints, queries and problems arising from projects
- Assist with the coordinating requests and requirements made to supply chain
- Coordinate the updating of the municipality's GIS program, as built drawings and all information/ data related to projects and departmental needs.
- Monitoring of Job Cards for officials in technical department
- Monitoring of attendance registers
- Monitoring of leave book and individual leave applications.
- Drafting of EPWP schedules for monthly payroll

- Verify request for plant and machinery parts and fuel requests
- Issuing of vehicle keys and trip authorisations.

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

**Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager.**

**Enquiries can be directed to the Manager: Human Resource and Administration, Mr P. Jafta at 053 2030 005/8.**

**Closing date: 21 October 2022 at 12h00**

**Adv LMR Ngoqo: The Municipal Manager**

**Thembelihle Municipality**

**Church Street**

**PO Box X3**

**HOPETOWN**

**8750**

**Tel: 053 2030 005/8**

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

