



# THEMBELIHLE

LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHALENI

Incorporating the towns of Strydenburg and  
Hopetown  
Northern Cape Province, Republic of South Africa

✉ Private bag X3 HOPETOWN 8750  
Church Street HOPETOWN 8750  
☎ (053) 2030005/8  
Fax (053) 2030490  
[www.thembelihlemunicipality.gov.za](http://www.thembelihlemunicipality.gov.za)

Thembelihle Municipality, an equal opportunity, affirmative action employer, is awaiting the applications for the following position.

## Personal Assistant to the Municipal Manager (24 Months)

### REQUIREMENTS

- A Grade 12 Certificate or equivalent qualification with at relevant reception/ front desk/ switchboard operator experience in a public service environment
- Sound computer knowledge of Microsoft Word, Microsoft Excel and Powerpoint
- Good interpersonal and communication skills
- Good receptionist and excellent typing skills
- Ability to interact with people at various and diverse levels
- Ability to work under pressure and to meet tight deadlines
- Attention to detail and be able to work independently
- Good public relations

### DUTIES: KEY PERFORMANCE AREA

- Responsible for the efficient management of the Municipal Manager's Office administration
- Ensure an efficient customer service system by attending to all clients and establishing the related queries
- Executes and applies procedures with respect to co-ordinating the Municipal Manager's Diary and specific events
- Receiving incoming and outgoing calls and ensure that good services are rendered at all times
- **Assisting Administration Officer with arrangements of Council meetings and other functions.**
- **Maintain the code of confidentiality and access to information.**
- Ensure an effective and efficient receptionist and administrative support function to the public on a continuous basis
- Typing all correspondence, memos, letters, circulars of the Municipal Manager
- Responsible for record keeping of all minutes

**BENEFITS:** Annual salary based Notch 1 Task Grade 7 of Category 1 Local Authority which R113 659.20

**Closing Date:** 05 August 2016

Applications should be accompanied by an updated and comprehensively detailed C V with certified copies of qualifications, testimonials and ID document. No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted. If you don't hear from us within 60 days from the closing date, please regard your application as unsuccessful.

Please forward applications to:

**Manager: Corporate Services, attention Mr NE Mguye**  
Thembelihle Municipality  
Private Bag X3  
HOPETOWN  
8750

**Tel: 053-2030005/8/442/001**