



BUSHBUCKRIDGE LOCAL MUNICIPALITY

www.bushbuckridge.gov.za

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the contract position of:

Post	PERSONAL ASSISTANT TO MUNICIPAL MANAGER
Post Level	FIVE YEAR FIXED TERM CONTRACT – The post is attached to the Municipal Manager's term of office
Basic Salary	R 556 470.14 (EXCLUSIVE OF CAR ALLOWANCE)
Requirements	<ul style="list-style-type: none">• Grade 12• A recognized three year National Diploma / Degree in Office Management / Public Administration• Computer Literacy – Office applications• 3 years' experience in office administration in local government.• Valid Driver's License
Key Competency Skills	Interpersonal Skills, Communication Skills, Good public relations and Office Management Skills
Key Performance Areas	<ul style="list-style-type: none">• 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• Liaising with the managers/subordinates reporting to the Municipal Manager and the staff in the Office of the Municipal Manager• 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 the Municipal Manager in managing and monitoring Departmental performance• 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
Closing Date	31 JULY 2018 12:00 AM

Application forms can be accessed from the Bushbuckridge local Municipality Website: www.bushbuckridge.gov.za or collected in any Municipality's offices.

For enquiries please contact Mr C. Ndlovu at telephone number: 013-004-0291 or email: ndlovuc@bushbuckridge.gov.za during office hours.