

## Office of the Municipal Manager

### PERSONAL ASSISTANT

**Salary: R228 216 - R296 052 per annum (Post Level 5/4)**

The successful candidate will render professional assistance and administrative support.

**Minimum requirements:** • Relevant qualifications and experience • The ability to communicate proficiently in English, Afrikaans and Southern Sotho • Trustworthy and reliable • The ability to organise and co-ordinate events • Accuracy in compiling reports/documents • The ability to interact with people at all levels and work in a team and under pressure.

**Key performance areas:** • Act as Administrative and Professional Assistant to the Municipal Manager • Manage the diary of the Municipal Manager • Organise and maintain a proper filing system • Plan and arrange departmental meetings, workshops, social events, travel and accommodation • Take minutes in meetings and assist with the preparation of slides for presentations • Screen and channel telephone calls, as well as take telephone messages • Receive and liaise with external clients and internal staff in a professional manner • Order and control stationery for the office of the Municipal Manager • Assist the Municipal Manager with the management of leave, stationery and telephone costs of the office and the administration related thereto.

### EXECUTIVE SECRETARY

**Salary: R154 500 - R170 340 per annum (Post Level 8)**

**Minimum requirements:** • A Grade 12 and a Secretarial Diploma or equivalent • Secretarial experience • Knowledge of and practical experience in MS Word, Excel, Outlook and PowerPoint • The ability to organise and work under pressure • Sound interpersonal skills • Excellent communication skills • A strong sense of confidentiality • The ability and preparedness to deal with pressing problems and deadline-driven projects, as well as to promote a good image in the office of the Unit Manager.

**Key performance areas:** • Provide secretarial and administrative support in the Office of the Municipal Manager • Schedule and update appointments on behalf of the Municipal Manager • Confirm travel and accommodation details • Handle correspondence • Record details of discussions/actions at meetings and prepare draft minutes • Perform a receptionist/telephonist function in the office of the Municipal Manager • Ensure that calls and visitors are promptly and professionally attended to in accordance with laid down customer services principles • Perform any other tasks delegated by the office of the Municipal Manager.

Enquiries regarding the above two positions can be forwarded to Mr MP Matsie at (057) 391-3713.

### Corporate Support Services

### SOCIAL WORKER (3 POSTS)

**Salary: R176 004 – R220 968 per annum (Post Level 7/6)**

**Minimum requirements:** • A BA degree (Social Work) • Be registered with the SA Council for Social Services Professiona • A valid driver's licence.

**Key performance areas:** • Support and guide Assistant Welfare officials with the application of specific social work care techniques and approaches • Ensure personnel involved in Social Work practices are capacitated and capable of providing support to clients and professionals prior to, during and after care services • Consult and provide preventative and rehabilitative treatment/social work to clients on various specialities marital, indigency, HIV/AIDS counselling, wellness programmes, child care, etc • Participate in the delivery of awareness and educational programmes on approaches to safe and healthy living to the community • Perform specific administrative sequences associated with the updating of case records and registers.

Enquiries regarding the position can be forwarded to Ms C Makhetha at (057) 391-3271.

Candidates are requested to forward a comprehensive Curriculum Vitae, including the necessary documentation (ie original certified copies of qualifications), to the Acting Senior Manager: Human Resources, PO Box 708, Welkom 9460 or hand-deliver in Room 17 or 18, 1<sup>st</sup> Floor, Main Building, Municipal Buildings, Odendaalsrus.

Fraudulent qualifications or documentation will immediately disqualify any applicant. A candidate who canvasses any Councillor and/or Senior Official for preference will be immediately disqualified from the selection process or from appointment.

Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998).

Closing date: 26 August 2011

Please note: If applicants have not been contacted for an interview within six weeks of the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).