



UMSOBOMVU LOCAL MUNICIPALITY
Continuously Rising

INTERNAL & EXTERNAL VACANCY

NOTICE NO: 58 /2024

Umsobomvu Local Municipality, with its seat in Colesberg and servicing the towns of Colesberg, Noupoort and Norvalspont seeks applications from suitably qualified candidates for appointment in the under-mentioned post. The municipality subscribes to the principles of equal employment opportunities and affirmative action.

PERSONAL ASSISTANT TO MUNICIPAL MANAGER

DIRECTORATES : Office of Municipal Manager

PLACE OF WORK : Colesberg (Northern Cape)

DURATION : Permanent

SALARY : T Grade 11 (R330 852.00 per annum) plus a cellphone & data allowance and normal fringe benefits applicable to local government.

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE

- Grade 12
- Computer Literacy: MS Office, Internet, Virtual Meetings, be able to process data utilizing various computer software packages.
- A relevant secretarial certificate.
- 5-8 years' relevant experience with co-ordination experience.
- Specialized knowledge of admin processes and procedures within functional area(s).
- Knowledge of Archive Act.
- Diploma in Office practice, Secretariat Studie, Public Admin, etc. will serve as added advantage.

KEY PERFORMANCE AREAS

- **Written Communication:** Prepares considered, high quality written communications which may include: letters, memoranda, e-mails, reports and other correspondence, both internal and external to the organizations. Read and understands basic and complex documents. Follow basic and complex instructions as contained in written communication. Respond in writing to basic and complex types of communication.
- **Oral Communication:** Able to understand basic and complex verbal instructions from superiors and colleagues. Interprets complex language / communication; and be able to communicate complex ideas to others in an understandable way.

- **Attention to Detail:** Maintains a project checklist covering all detail which might be omitted; and ensure that all information is available in the preparation of documentation. Checks work for errors and omissions before submission. Ensure all details of a task are accomplished and checks against standards and regulations.
- **Influencing:** Interacts with various clients / stakeholders on a daily basis. Answers basic questions politely and helpfully. Ascertains, gives options and recommendation to client / stakeholder. Provides reasons for preferred option and follows through on final decision.
- **Ethics & Professionalism:** Identifies contentious issues and resolves these with clients. Fosters a culture of ethical behavior by example. Makes preliminary finding and recommends on difficult ethical issues. Recommends a course of action based upon evaluation of relevant facts, issues and risks.
- **Organizational Awareness:** Well-developed knowledge of relevant municipal legislation. Understands and communicate the municipality's priorities and goals. In-depth knowledge of municipality's policies and procedures. Understands priorities, goals and issues within local government sector. Understands and applies the regulatory framework in local government within the functional area. Knowledge of the issues impacting service delivery.
- **Problem Solving:** Develops alternative solutions and refers to supervisor for approval; and follows up on resolutions.
- **Planning and Organizing:** Plans tasks weekly. Prioritizes tasks on a daily basis according to an assessment of schedule of activities. Executes tasks in order of priority and urgency. Execute or delegate tasks to appropriate individuals.

Closing date: The closing date shall be **12 July 2024 at 16:30**.

Application Instructions:

The Council is an equal opportunity employer in terms of the stipulations of the Employment Equity Act and its Employment Equity Plan and candidates are encouraged to indicate their race, gender and disability.

Applicants MUST use the official Application for Employment and supplement it with a comprehensive CV together with certified copies of qualifications and MIE Background screening form, obtainable from the municipality's website and Human Resource Management Office. Completed applications with all relevant documentation should be submitted to: The Municipal Manager Umsobomvu Local Municipality, 21A Church Street, **Colesberg**, 9795 or e-mailed to apiwe@umsobomvumun.co.za.

All enquiries must be directed to the Human Resource Section. Canvassing and/or lobbying of Councilors and or municipal officials will result in the disqualification of an applicant. No late applications will be considered.

Inquiries to be directed to Mr. Apiwe Khalankomo at 051 753 0047 or send an e-mail to apiwe@umsobomvumun.co.za

**T.W. MSENGANA
MUNICIPAL MANAGER**

**UMSOBOMVU MUNICIPALITY
Private Bag X6
COLESBERG
9795**

Notice: 58/2024
Date: 27 June 2024