



SEKHUKHUNE DISTRICT MUNICIPALITY

CAREER OPPORTUNITIES

DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR

PERSONAL ASSISTANT

Duration: Permanent

Salary Package: R321 535.98 per annum (excluding benefits)

Station: Groblersdal (Head Office)

Requirements: National Diploma in Office Administration or equivalent qualification and 1-2 years relevant experience • The following technical and behavioural competencies are expected: Basic knowledge of financial administration; multi – tasking; telephone etiquette; computer literacy; writing and listening skills, local Government legislation; communication; honesty and reliability; interpersonal relations; confidentiality.

Key Performance Areas: Render administrative services to the Office of the Executive Mayor • Identify crucial matters, advice and arrange for the Executive Mayor to attend to them • Establish and maintain a confidential filing system and suspense filing system where necessary • Receive visitors and attend to arrangements regarding meeting, presentations and any other official function.

CHAUFFER

Duration: Permanent

Salary Package: R321 535. 98 per annum (excluding benefits)

Station: Groblersdal (Head Office)

Requirements: Grade 12 and endorsed driver's licence • PDP will be an added advantage • 2 -3 years of experience in driving Executives is required.

The following technical and behavioural competencies are required: Defensive driving, Knowledge of VIP protection, Ability to work under pressure, reliability, punctuality and working overtime and weekends.

Key Performance Areas: Performs driving functions for the Executive Mayor. Provide security services to the Executive Mayor • Ensure that the vehicle of the Executive Mayor is maintained • Ensure that administrative functions are carried out

Enquiries: Mr Patrick Lekgoro (013 262 7300)

Sekhukhune District Municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability) in the District Municipality through the filling of these positions and candidates whose appointments will promote representativity will receive preference.

Please forward your application letter with detailed CV and certified certificates to the Department of Corporate Services for the Attention: Ms Mary Maboea / Mr. Makgalemane Mapheto at the following address: The Municipal Manager, Sekhukhune District Municipality, The Municipal Manager, Sekhukhune District Municipality, Private Bag X 8611, Groblersdal, 0470, at tel: (013) 262 7738 / 7774 / 7775, or hand deliver: Bareki Mall, near Pick 'n Pay, Groblersdal.

CLOSING DATE: 28 JULY 2016.

PLEASE NOTE THAT FAXED AND E-MAILED CV'S ARE NOT ACCEPTABLE.

Sekhukhune District Municipality reserves the right not to make an appointment.

Correspondence will be limited to successful candidates only. If you do not receive any response from us within three months from the date of this advertisement, please accept that your application was unsuccessful. Canvassing for employment on the Council is strictly prohibited.

Visit our website at: www.sekhukhune.gov.za

MUNICIPAL MANAGER: Ms M F Mokoko, at tel: (013) 262 7300.