

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

Personal Assistant to Director Corporate Services (Contract)

SALARY: R145 415.28 52 Per Annum (Benefits includes: Medical Aid, Housing Allowance, Pension and 13TH Cheque)

Requirements

- Matric Certificate
- Secretarial Diploma
- Computer Literacy
- 3 Years relevant PA/Secretarial/ Administrative experience

Responsibilities

- Scheduling, confirming and updating the diary of the Director Corporate and alerting or indicating priority/ urgent meetings requiring attention.
- Organising, confirming and scheduling meetings/ appointments with internal departments/ external departments, professionals, contractors, arranging the venue and attending to catering/ refreshments requirements.
- Confirming availability and reserving the Conference/ Board Room for scheduled meetings and/ or coordinating arrangements/ set-up in accordance with requirements.
- Preparing/ circulating notifications and agendas.
- Recording details of discussions/ actions at meetings and preparing draft minutes for perusal and confirmation prior to circulation.
- Retrieving/ accessing information/ files/ correspondences on request and/ or conducts searches on electronic mediums to elicit information on specific subjects/ topics for perusal.
- Attending to the filing of confidential/ general documentation and correspondences, removing and/ or inserting copies in specific files and/ or controlling and updating coding/ indexing sequences to facilitate accessibility to information.

Enquiries in respect of the above position should be directed to the Director Corporate Services at (036) 448- 8000 during Office Hours

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:

**OKHAHLAMBA LOCAL MUNICIPALITY
P.O BOX 71
BERGVILLE
3350**

The closing date for applications is **14th OCTOBER 2016**, if you have not heard from us within 30 days of the closing date; you should regard your application as unsuccessful.

Should you not be contacted within 30 days from the closing date, your application should be deemed to have unsuccessful.

SD SIBANDE

MUNICIPAL MANAGER