



A Better Place for All

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ADVERTISEMENT

CORPORATE SUPPORT SERVICES DEPARTMENT

Position: Personal Assistant to the Senior Manager: Corporate Support Services (TG7)

Remuneration: R154 471, 81 P.A plus Normal Municipal Benefits

Duration: One Year

Minimum Requirements:

- Senior Certificate (Grade 12)
- National Diploma in Office Administration or any other relevant qualification
- A minimum of 01 year relevant experience
- Excellent computer skills, particularly MS Word, MS Excel and PowerPoint.
- Good telephone etiquette skills.
- Be fluent in both isiZulu and English
- Ability to maintain higher level of confidentiality.
- Ability to work under pressure and extended hours

Key Performance Areas:

The successful candidates will perform the following duties.

- Provide strategic support and assistance to the Senior Manager Corporate Support Services.
- Perform secretarial duties and handle both incoming and outgoing correspondences.
- Liaise with subordinates that are reporting to the Senior Manager Corporate Support Services.
- Make travelling arrangements and bookings for the Senior Manager Corporate Support Services.
- Ensure that all relevant reports are submitted timeously to the Senior Manager Corporate Support Services.
- Manage the diary of the Senior Manager Corporate Support Services.
- Perform administrative duties and prepare the weekly programme for the Senior Manager Corporate Support Services.
- Arrange meetings, prepare agendas and type minutes for departmental meetings and follow up on decisions taken at the meetings.

Enquiries: Mr J Sondezi 071 684 9221 \ (039) 833 1038 (During working hours 08h00 - 16h30).

Please note: A signed application letter, certified copies of your academic qualifications, ID, Driver's license, and a detailed copy of your curriculum vitae with three references must accompany your application.

NB: No faxed/emailed applications will be accepted. Correspondence will only be entered into with short-listed candidates, should you not receive correspondence within one month of closing date, please consider your application as unsuccessful.

The Municipality reserves the right not to make any appointment.

Please forward your application to Mr N C Vezi, the Municipal Manager, Dr Nkosazana Dlamini-Zuma Local Municipality, P.O Box 62, Creighton, 3263 or Hand-deliver to: Municipality Building, Main Street, Creighton 3263 or 32 Arbuckle Street, Himeville, 3256 (During office hours from 08h00 to 16h30).

CLOSING DATE: 15th OCTOBER 2021 AT 16:00 PM

*Dr Nkosazana Dlamini-Zuma Municipality is an equal opportunity and Affirmative Action employer. We are committed to the achievement of diversity, equity and maintenance of representativity in terms of race, gender and disability. **This is an Employment Equity targeted position and preference will be given to Indians, Coloureds, White Females and persons with disabilities.***



N C VEZI

MUNICIPAL MANAGER

