



## **NALA LOCAL MUNICIPALITY**

### **PERSONNAL ASSISTANT TO**

### **MUNICIPAL MANAGER contract basis**

<b>POST</b>	<b>: PA TO MUNICIPAL MANAGER</b>
<b>DEPARTMENT</b>	<b>: OFFICE OF THE MUNICIPAL MANAGER</b>
<b>ANNUAL SALARY</b>	<b>: TASK Grade 12/1 R 358 218.00 Excl benefits</b>
<b>REFERENCE</b>	<b>: NLM009/23</b>

**QUALIFICATIONS & EXPERIENCES:** • Grade 12 and experience in Office Administration. Relevant equivalent NQF L6 qualification will be an added advantage. 1 – 2 years relevant experience.

**REQUIREMENTS AND SKILLS:** • Computer Literacy (MS Office applications) •Diary Management • Stakeholder and Meeting Management • Proficiency in at least 2 of the official languages of the Free State (read, write and speak) •Good human relations, interpersonal and communication skills •Ability to give attention to detail •High level of responsibility •Ability to work under pressure •Ability to deal with conflict situations •Ability to maintain confidentiality •Good telephone etiquette •Typing and report writing skills• Time management and planning skills.

**FUNCTIONS & RESPONSIBILITIES:** •Responsible for the office administrative activities, support and control the Municipal Manager Office• Prepare and produce correspondence, circulate /retrieve and safe keep documents •Execute specific instructions and apply laid down procedures with respect to the coordination of the dairy and specific meetings/ events of the Municipal Manager •Interact/ liaise with internal and external stakeholders to confirm arrangements and programmes •Maintain and implement office efficiency by implementing office systems •Attend to and coordinate/ confirm travel, accommodation and specific business arrangements in accordance with Council policies •Coordinate and control procedural administrative

requirements, record keeping and reporting deadlines associated with the functionality  
●Keep abreast of current developments and emerging trends in the profession.

**CLOSING DATE: 28 APRIL 2023 @ 16H15**

**ENQUIRIES: K.J MOKOLUTLO, Manager Human Capital & ICT/Acting Director Corporate Services on 056 514 9200 // 060 844 1801 during working hours 07h30-16h15**

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and subjected to a police security clearance.

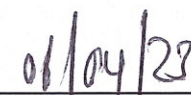
An official application form(ANNEXURE C) obtainable/available on [www.gpwonline.gov.za](http://www.gpwonline.gov.za) must be completed and must be accompanied with a covering letter, comprehensive CV, original certified copies of qualifications and ID document and driver's license and the names of three contactable references from current and previous employers must be provided.

Applications must be posted / couriered to: Nala Local Municipality, Private Bag X15, Bothaville 9660 or hand delivered to the Records Department, 8 Preller Street, Bothaville 9660 for attention of the Municipal Manager; J.S LEHLOENYA

**Please take note:**

1. **ONLY hard-copy applications will be considered.** No electronic or faxed applications will be accepted.
2. **No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
3. If you receive no feedback from us within Two (2) weeks after the closing date, please accept that your application was unsuccessful. **NALA LM reserves the right not to make any appointment and to re-advertise before a short list is compiled.**

  
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**S.J LEHLOENYA**  
**MUNICIPAL MANAGER**

  
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**DATE**