



MOHOKARE
LOCAL MUNICIPALITY



Mohokare Local Municipality subscribes to the principles of the employment equity act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.

Applications are invited from suitably qualified persons to fill the following position.

LOCAL ADVERT

PERSONAL ASSISTANT TO THE MAYOR – ZASTRON

REMUNERATION: R 325 632.00 Per Annum (Total Cost to Company)

DURATION: Attached to the term of the Mayor

QUALIFICATIONS AND REQUIREMENTS:

Applicants must be in possession of a Grade 12 Certificate. Possession of a Bachelor's Degree relevant will be an added advantage. Must have working 2- years' admin and secretarial experience in the Local government environment. Must be physically fit due to the nature of work.

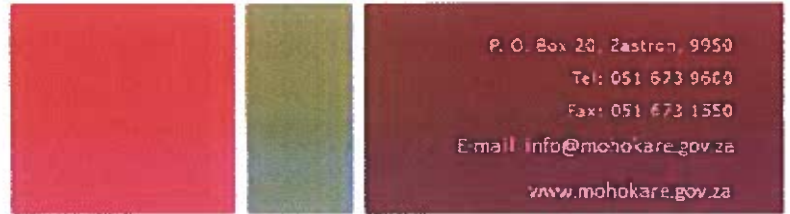
ROLES AND RESPONSIBILITIES:

The Candidate will report directly to the Mayor within the respective unit. The incumbent responsibilities will entail amongst others:

- The receiving and checking of documents/minutes/agendas for the various Committees.
- The arrangement for placement of items on the agendas of the various public bodies or internal Committees.
- The maintaining of order-papers, lists of questions and minutes of Council Committees.
- The arrangement of absence from caucus and Council meetings.
- Taking care of enquiries and representatives from the public, businesses and bodies.
- Making arrangements for the attendance of meetings and other gatherings.
- Taking care of accompanying correspondence and records.
- Assist in dealing with the daily administrative activities pertaining to the Office of the Mayor.
- Make and receive, on instruction of the Mayor, telephone calls.
- Handle correspondence on functional matters to and from the Office of the Mayor.
- Sign correspondence on instruction or discuss and submit it to the Mayor for signing.



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P. O. Box 20, Zastron, 9950
Tel: 051 673 9660
Fax: 051 673 1350
E-mail: info@mohokare.gov.za
www.mohokare.gov.za

PLEASE NOTE: Canvassing for appointment is highly discouraged and you are further advised that the council has the right to appoint any candidate if it is in view that no suitable candidate could be found.

CLOSING DATE: 25th January 2022 @ 16H30

For enquiries contact the Human Resources division on 051- 6739600. ONLY MUNICIPAL APPLICATION FORMS (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 3 months) of qualifications and identity document must be submitted for the attention of:

Human Resource Manager
DC Matsoso
Mohokare Local Municipality
P.O. Box 20
Zastron
9950

Or Hand deliver application in the nearest Mohokare Municipal Offices. Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.

Mr. Selby Selepe
Municipal Manager

