

MOSSEL BAY MUNICIPALITY
Mossel Bay Municipality, an employer committed to equal employment invites persons to apply for the under mentioned vacancy

PERSONAL ASSISTANT TO THE EXECUTIVE MAYOR

(APPLICANTS RESIDING WITHIN THE BOUNDARIES OF MOSSEL BAY WILL RECEIVE PREFERENCE)

A contractual post for the period coinciding with the term of office of the Executive Mayor (± 2 years)

REQUIREMENTS

- Grade 12 plus at least a one-year certificate in any secretarial or relevant field (formal secretarial qualification)
- Fully computer literate (MS Office, Outlook)
- Up to 3 years' experience as a Personal Assistant or relevant position, preferably in a Local Government environment
- Experience in office management
- Excellent administration, reporting capabilities and organisational skills
- Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape
- Excellent people skills at a professional level
- Knowledge of government legislation
- Well-groomed
- Must be prepared to work after hours

KEY PERFORMANCE AREAS

- Scheduling and planning executive diary and events
- Scheduling and organising internal and external meetings including preparing and co-ordination of appropriate agendas, minutes, venues, equipment, refreshments etc.
- Coordinate S&T, and accommodation arrangement for Executive Mayor as required;
- Accepting and processing applications for donations from Mayoral Relief and Charitable fund.
- Problem solving and co-ordination using own judgment and discretion
- Drafting of Power Point presentations
- Research and preparation of information for Executive Mayor as required
- Performing minute taking and advanced typing work, and managing communication such as telephone, fax, e-mails and correspondence
- Drafting and typing of day-to-day correspondence
- Co-ordinate and maintain internal document flow system (Collaborate) for Mayor's Office
- Following up customer care and service delivery deficiencies on own initiative, co-ordinating feedback to customers and evaluating need for intervention by Mayor
- Coordinate and draft speeches for the Executive Mayor

SALARY SCALE:

**All-inclusive package of ±R235 409.44 per annum
Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included**

BASIC SALARY:

R159 859.20 – R207 486.96 per annum (T7)

CLOSING DATE:

**16 AUGUST 2019
(No applications received after 13h00 will be accepted)**

GENERAL:

- Short-listed candidates will be subjected and required to undergo a theoretical and practical test.
- ***Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant***
- Applications in writing on the official application form and accompanied by a comprehensive CV, which will be regarded as confidential, must be directed to: The Senior Manager (Human Resources), P O Box 25, Mossel Bay, 6500. These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant. Application forms are available on the Municipal web-site (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- Original Certified copies of proof of qualifications should accompany the CV.
- **Electronic applications will be accepted**
- For equity purposes please indicate your race, gender and disability status.
- Further details are obtainable from Ms C Wagenaar or Ms G October at telephone number (044) - 6065000.
- If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.
- The Mossel Bay Municipality is committed to comply with the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

ADV. MG GILIOME
MUNICIPAL MANAGER

MOSSELBAAI MUNISIPALITEIT

Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelyke indiensneming, nooi persone om vir die ondergenoemde vakature aansoek te doen

PERSOONLIKE ASSISTENT VAN DIE UITVOERENDE BURGEMEESTER

(AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN MOSSELBAAI SAL VOORKEUR GENIET)

'n Kontraktuele pos vir die tydperk ooreenkomstig met die termyn van die Uitvoerende Burgemeesterspos (± 2 jaar)

VEREISTES

- Graad 12 plus ten minste 'n een jaar sertifikaat in enige sekretariële of verwante veld (formele sekretariële kwalifikasie).
- Ten volle rekenaargeletterd (MS Office, Outlook).
- Tot en met 3 jaar ondervinding as 'n Persoonlike Assistent of verwante posisie, verkieslik in 'n Plaaslike Regering omgewing.
- Ondervinding in kantoorbestuur.
- Uitstekende administrasie, verslaggewende vermoëns en organisatoriese vaardighede.
- Uitstekende verbale en geskrewe kommunikasie vaardighede in ten minste twee van die drie amptelike tale van die Wes-Kaap.
- Uitstekende menseverhoudings op 'n professionele vlak.
- Kennis van regeringswetgewing.
- Goed versorg
- Moet bereid wees om na-ure te werk.

SLEUTEL PRESTASIE AREAS

- Skedulering en beplanning van uitvoerende dagboek en gebeurlikhede.
- Skedulering en organisering van interne en eksterne vergaderings insluitend voorbereiding en koördinering van toepaslike agendas, notules, lokale, toerusting, verversings, ens.
- Koördineer S&T, en akkommodasie reëlings vir Uitvoerende Burgemeester soos vereis;
- Ontvangs en prosessering van aansoeke vir donasies van Burgemeestersverligting en Welsynsfonds.
- Probleemoplossing en koördinering met gebruik van eie oordeel en diskresie.
- Opstel van Power Point aanbiedinge.

- Navorsing en voorbereiding van inligting vir Uitvoerende Burgemeester soos benodig.
- Afneem van notules en gevorderde tikwerk, bestuur kommunikasie bv. telefoon, faks, e-pos en korrespondensie.
- Opstel en tik van dag-tot-dag korrespondensie.
- Koördinasie en instandhouding van interne dokument vloei-stelsel (Collaborate) vir Burgemeesterskantoor.
- Opvolg van kliëntesoorg en diensleweringstekortkominge op eie inisiatief, koördineer terugvoer na kliënte en evaluering van behoefte vir intervensie deur burgemeester.
- Koördineer en stel toesprake op vir die Uitvoerende Burgemeester.

SALARISSKAAL: **Alles insluitende pakket van ±R235 409.44 per jaar**
Voordele bv. mediese fondsskema, pensioenfonds,
groeplewensskema, 13de tjem ingesluit

BASIESE SALARIS: **R159 859.20 – R207 486.96 per jaar (T7)**

SLUITINGS DATUM: **16 AUGUSTUS 2019**
(Geen aansoeke sal na 13h00 aanvaar word nie)

ALGEMEEN:

- Kortlys kandidate mag onderwerp word en van vereis word om 'n teoretiese en/of praktiese toets te ondergaan.
- ***Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod gemaak deur die Munisipaliteit en deur die aansoeker aanvaar is nie.***
- Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV wat as vertroulik beskou sal word, moet gerig word aan: Die Senior Bestuurder: Menslike Hulpbronne, Posbus 25, Mosselbaai, 6500. Hierdie voorwaardes is verpligtend en versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei. Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersoon hieronder.
- Oorspronklike gesertifiseerde kopie van bewys van kwalifikasies moet die CV vergesel.
- **Elektroniese aansoekvorms sal aanvaar word.**
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremdheidsstatus aan.
- Verdere besonderhede is verkrygbaar by Me C Wagenaar of Ms G October by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 40 dae na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
- Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Diensbillikheid, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone.

ADV. MG GILLIOMEE
MUNISIPALE BESTUURDER

UMASIPALA WASEMOSEL BHAYI
UMasipala waseMossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulingana umema
abantu ukuba benze izicelo zesi sithuba silandelayo

UMNTU ONCEDISA KWI-OFFISI KASODOLOPHU WESIGQEBA
(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE MOSSEL BHAYI
BAYAKUQWALASELWA KUQALA)

Inggqesho yesivumelwano sexeshana elingqamene nexesha lokuba se-ofisini kuka
Sodolophu wesiGqeba (obumalunga neminyaka emi-2)

IIMFUNO / OKULINDELEKILEYO

- Ibanga le-12 kunye nesiQinisekiso sonyaka omnye kuwo nawuphina umsebenzi wobunobhala (isiqu semfundo esisesikweni)
- Ulwazi olugqibeleleyo ngengqondo-mtshini i(Khompyutha) (MS Office, Outlook)
- Amava afikelela kwiminyaka emi-3 njengoMncedisi kwi-ofisi okanye kwisithuba ezingqamene noku, ngokukhethekileyo kuRhulumente waseMakhaya
- Amava kulawulo lwe-ofisi
- Ulawulo olugqibeleleyo, ubuchule bokwenza ingxelo kwakunye nezakhono zoququzelelo

- Izakhono ezigqibeleleyo zonzibelelwano ngentetho nangokubhaliweyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa.
- Izakhono ezigqibeleleyo zoqhagamshelwano noluntu kwinqanaba logqibelelo
- Ulwazi lomthetho karhulumente
- Ube sele ukhulile waqeqesheka
- Ube uzimisele ukusebenza emva kweeyure zomsebenzi.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulungiselela nokucwangcisa incwadi yeziganeko(idayari) zesigqeba.
- Ukulungiselala nokucwangcisa iintlanganisano zangaphakathi nezangaphandle kubandakanya ulungelelwaniso lwe-ajenda, imizuzu, iindawo zokuhlanganela, izixhobo, ukutya,njl-njl.
- Ukulungelelanisa iS & T, kunye nendawo yokuhlala/ukulala kukaSodolophu ngohlobo ekucelwe ngalo.
- Ukwamkela nokuqaphela izicelo zezipho eziphuma kwiNgxowa-Mali Yoncedo kaSodolophu kwakunye neNgxowa-Mali Yesisa.
- Ukusombulula iingxaki kwanolungelelwaniso usebenzisa indlela obona nogqiba ngayo.
- Ukuqulunqa iingxelo ze Power Point.
- Ukwenza uphando kwanokulungisa iingcombolo zikaSodolophu ngohlobo oyakucelwa ngalo.
- Ukuthabatha imizuzu kwanomsebenzi othe xhaxhe wokuchwetheza, kwanokulawula unxibelelwano olunjengeminxeba, iifeksi, ii-imeyile kunye nembalelwano
- Ukulungelelaniswa nokulondolozwa kwenkqubo yokuhamba kwamaxwebhu angaphakathi (Collaborate) kukaSodolophu
- Ukulungelelanisa nokugcina inkqubo yokuhanjiswa kwamaxwebhu kwi-Ofisi kaSodolophu
- Ukulandela izikhalazo zoluntu malunga nokunikezelwa kweenkonzo okusilelayo usebenzisa uluvo lwakho, ulungelelanise ingxelo eyimpendulo kwimibuzo ze ubone ukuba ikho kusinina imfuneko yongenelelo lukaSodolophu wesiGqeba.

UMLINGANISELO WOMVUZU: Umgodlo womvuzo uwonke omalunga ne ± R235 409.44 ngonyaka. Amaqithi-qithi oNcedo lokugula,imlai yomhlala-phantsi,isikimu se-inshorensi,nomvuzo we 13 (ibhonasi)

UMVUZU OSISISEKO: R159 859.20 – R207 486.96 ngonyaka (T7)

**UMHLA WOKUVALA: 16 AGASTI2019
(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)**

GABALALA:

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane baya kulindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo. ***Nangona kungakho nalo naluphina ummelo,akukho sivumelwano sengqesho siyakusebenza phambi kokuba esi sinikezelo sibe samkelwe ngulowo sithe samkelwa isicelo sakhe.***
- Izicelo ezibhaliweyo kwifomu esesikweni nezikhathshwayi-CV egqibeleleyo,neyakuthatyathwa njengeyimfihlo,kufuneka zingeniswe ku:The Senior Manager(Human Resources),P.O. Box 25,Mossel Bay,6500.Le miqathango isisinyanzelo kwaye ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.
- Ifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za)okanye ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nomntu ochazwe apha ngezantsi.
- Iikopi zeziqinisekiso zeziqu zemfundo nezinqinisekisiweyo njengeziyinyaniso kufuneka zikhaphe iCV yakho.
- **Izicelo ezenziwa ngobuchwepheshe zingathunyelwa nge-imeyile ku admin@mosselbay.gov.za**
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko.
- Iingcombolo ezithe vetshe ungazifumana kuNkszn C Wagenaar okanye uNkszn G October kulenombolo yomnxeba (044)606 5000.
- Ukuba akufumenanga mpendulo kwisicelo sakho kwisithuba seentsuku ezingama-40,ungathabatha ukuba isicelo sakho asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele kwinqesho ngokulingana kwaneemfuno zoMthetho weNgqesho ngokulingana,Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.

GQWETHA MG GILIMEE
UMPHATHI KAMASIPALA