

# FEZILE DABI DISTRICT MUNICIPALITY



## Fezile Dabi

### **NOTICE NO: FDDM 058/2022-23**

Applications are invited from suitably qualified persons to apply for the under mentioned position based at Fezile Dabi District Municipality. Council is committed to the policy of Affirmative Action and any appointment that would ensure equity and representivity shall be given preference.

## **EXECUTIVE PERSONAL ASSISTANT OFFICE OF THE MUNICIPAL MANAGER**

- **POST LEVEL: 4 • SALARY: R 539 040.00 – R 594 312.00 pa**
- **BENEFITS: Provident Fund, Medical aid subsidy**

**QUALIFICATION AND REQUIRED SKILLS:** Grade 12, • Diploma in Office admin or relevant Secretarial qualification  
• Computer Literacy: MS Office • 5 years' relevant experience • Valid Driver's license • Excellent verbal and written communications. • Time management • Note-taking, recordkeeping, and organising skills. • Ability to work under pressure.

**RESPONSIBILITIES:** • To manage the day-to-day running of the Municipal Manager's office and provide secretarial support. • Managing information flow in a timely and accurate manner. • To liaise at a senior level with internal and external stakeholders on behalf of the Municipal Manager. • To monitor and manage the daily schedule of the Municipal Manager. • To prepare and draft reports, memo's, presentations, staff addresses and other correspondence on behalf of the Municipal Manager. • To collect and collate information from internal and external sources, present the information in a structured format and keep record of all relevant documents. • To provide support to the management of projects related to the Municipal Managers Office. • Act proactively and without much supervision, anticipating needs based on planning and following through.

#### **DIRECTIONS TO CANDIDATES:**

1. Duly completed applications must be submitted on the prescribed application form (Annexure B) of the Local Government Municipal Staff Regulations, obtainable from the Fezile Dabi District Municipality Offices and website [www.feziledabi.gov.za](http://www.feziledabi.gov.za). No Applications will be considered if it is not on the Official Application Form .The detailed CVs must be attached to the application form together with certified copies of qualifications including ID and Driver's License (not older than 3 months) to be submitted or emailed to: **Mr. S Thomas, Acting Municipal Manager, Fezile Dabi District Municipality, John Vorster Road, Sasolburg, 1947; fddmvacancies@feziledabi.gov.za**
2. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof;
3. Incomplete and late applications will not be considered. Canvassing will automatically disqualify a candidate
4. The shortlisted candidates will be subjected to, qualification verification, reference check, and criminal records check.
5. The incumbent will be subjected to the signing of Employment Contract on or before assumption of duty, and Disclosure of Financial Interest.
6. Enquiries can be directed to **Human Resources Unit, Ms. M Matroos: Tel (016) 970 8600.**
7. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application unsuccessful;
8. The municipal council reserves a right not to make an appointment.
9. Fraudulent qualifications, information or documents will disqualify any applicant

**CLOSING DATE: 30 JUNE 2023**

**Mr. S THOMAS - ACTING MUNICIPAL MANAGER**