



MARULENG MUNICIPALITY

65 SPRINGBOK
STREET
P.O. BOX 627
HOEDSPRUIT
1380

TEL : (015) 793 2409
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FAX : (015) 793 2341
ENQ : Human Resource

MOPANI DISTRICT

CORPORATE SERVICES

ADVERT

Applications are invited from suitably qualified and experienced candidates to fill the following vacant positions:

Position : Personal Assistant (PA)
Directorate : Office of the Municipal Manager
Type : Contractual (in line with term of the office of Municipal Manager)
Salary : R302, 154.55 per annum

Requirements: Grade 12 plus National Diploma in Public Management or related field. Minimum two (2) years' experience as PA, Sound communication skills at all levels, computer literacy. A valid motor vehicle driver's license.

Duties and Responsibilities: Assist Municipal Manager in the day to day administration of the office, handle all correspondences, answering of telephone, screening of calls and messages conveyed to the Municipal Manager, manage the diary of the Municipal Manager electronically and manually, typing, correcting and duplicating of confidential documents, handle all queries related to the Municipal Manager's office. Minutes taking. Arrangements of accommodation and refreshment for the MM's office.

Maruleng Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of these positions and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised positions.

Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing

Applications should be in the form of a prescribed application form on municipal website, curriculum vitae and certified copies of qualifications and identity document should be directed to: The Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit, 1380. Faxed, Late, and Z83 applications will not be considered. Closing date for applications is 20 October 2023 at 12H00. Direct your enquiries to Ms Ramohlola Kedibone or Ms Mahlo Mokhobedi @ 015 590 1650.

