

# THEEWATERSKLOOF

Munisipaliteit \* Municipality \* uMasipala

*Theewaterskloof Municipality currently awaits suitably qualified persons for appointment in the under – mentioned fixed term contract position.*

**Please note: This position is being re-advertised. Applicants who previously applied must submit a new application in order to be considered.**

## PERSONAL ASSISTANT TO THE EXECUTIVE MAYOR [FIXED TERM CONTRACT POSITION]

***Please note that the term of appointment is directly linked to the term of the current Executive Mayor, Alderman KJ Papier and will terminate automatically 30 days after the term of the current Executive Mayor expires.***

**Salary: Post level T09 – Between: R228 372.00 p.a. and R296 376.00 p.a.**


The most eligible candidate must be in possession of a Senior certificate. Must be computer literate. Applicants must have administrative experience. The ability to communicate on all levels in at least two (2) of the three (3) official languages in the Western Cape, namely English, Afrikaans and Xhosa.

Responsibilities: Scheduling and updating the diary of the Executive Mayor \* provides specific office support \* prepares and replies to correspondence \* handling confidential correspondence in the Executive Mayor's office \* administer the Executive Mayor's budget \* assist with the annual town grading showcase or any other public functions \* receive guests for meetings and appointments with the Executive Mayor \* other duties as requested from time to time.

**Enquiries: Mr. J Amansure: Acting Director Corporate Services**

**Tel: 028 - 2143300**

*If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.*

 Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in Section 1 of the Employment Equity Act namely black people, women and people with disabilities.

W Solomons-Johannes, Acting Municipal Manager, P O Box 24, 6 Plein Street, Caledon 7230

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13<sup>th</sup> cheque, a housing-/ rental subsidy and assistance with relocation cost under certain conditions.

**Applicants must complete the prescribed application form along with a detailed CV with originally certified copies of qualifications, ID document, as well as a testimonial in order to be considered for the position. Application forms must be forwarded to the Manager: Human Resources, Theewaterskloof Municipality, and P O Box 24 Caledon 7230.**

**Please note: No e-mailed, scanned or faxed applications will be accepted, and shortlisted candidates will be required to produce original copies of academic qualifications on the day of the interview. Only original applications forms will be accepted.**

Canvassing will disqualify any candidate from being considered for appointment.

**APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.**

**Closing date: 05 August 2022 at 12:00 pm. (no applications will be accepted or considered after the closing date)**