

# THEEWATERSKLOOF

## Municipality

Theewaterskloof Municipality currently awaits suitably qualified persons for appointment in the under – mentioned vacancy.

### PERSONAL ASSISTANT TO THE DIRECTOR FINANCE

**Salary: Post level T10 – Between: R257 112.00 p.a. and R333 708.00 p.a.**

The most eligible candidate must be in possession of a Senior Certificate with a minimum of 5 years relevant experience. A valid Code B driver's license. Must be computer literate (MS Word / Excel / Power Point). The envisage candidate must be able to handle conflict, and the ability to work under pressure along with excellent time management skills. Be able to communicate in at least two (2) of the three (3) official languages in the Western Cape, namely English, Afrikaans and Xhosa.

Responsibilities: Provide administrative and secretarial support to the Director and Deputy Director Finance \* undertake receptionist and telephonist duties \* update SDBIP / Eunomia \* coordinate contract management reporting \* assist with power point presentations \* diarize and coordinate all legislative MFMA reporting \* assist with procurement and gathering of various quotations \* book venues for meetings \* communicate appointment details to the Director and Deputy Director Finance \* filing of documents \* taking minutes \* other duties as requested from time to time.

**Enquiries: Contact Mr. A Riddles – Acting Director Finance**

**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.

B Ngubo, 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: 02 December 2022 at 12:00 pm. (no applications will be accepted or considered after the closing date)**