



EHLANZENI DISTRICT MUNICIPALITY
(AN EQUAL OPPORTUNITY EMPLOYER)
SITUATED IN MBOMBELA (NELSPRUIT) IN THE MPUMALANGA PROVINCE

APPLICATIONS ARE INVITED FROM COMPETENT PERSONS TO FILL THE FOLLOWING POSITION:
(PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY)

PA TO THE MUNICIPAL MANAGER

- Remuneration:** Annual salary – R345 537.84 plus
Housing subsidy
Pension
Medical Aid
UIF
- Minimum requirements:** Grade 12 plus certificate in Office Administration/Computer/Secretarial coupled with 2-3 years secretarial experience. Computer literacy in MS Office, Word, Excel, etc.
- Competencies:** Good Communication and interpersonal skills. Strong sense of responsibility, preciseness and accuracy. Work well and stay focused under pressure.
- Key Performance Areas:** Management of the Municipal Manager's office, providing general administrative support to the office of the Municipal Manager which will include: Screening telephone calls, enquiries and requests and handling them appropriately. Organising and maintaining the Municipal Manager's diary and making appointments. Dealing with correspondence and writing letters and memos, taking dictations and minutes. Organising and attending meetings and assuring the Municipal Manager is well prepared for meetings. Dealing with incoming/outgoing calls, faxes and post. Producing documents, briefing papers, reports and presentations.
- Closing date:** 28 April 2017
- Should you not receive a response within fourteen (14) days from the closing date, please consider your application as unsuccessful.

Completed CVs with certified copies of certificates may be posted to -

The Municipal Manager
Ehlanzeni District Municipality
PO Box 3333
Mbombela
1200

Or handed in at 8 van Niekerk Street, Mbombela, 1200

For further information contact the General Manager: Corporate Services on telephone No (013) 759 8668 / 8507

F S SIBOZA
MUNICIPAL MANAGER

