



**Inkosi Langalibalele**

**OFFICE OF THE MUNICIPAL MANAGER**

**INKOSI LANGALIBALELE LOCAL MUNICIPALITY – UMKHANDLU WENDAWO**

**PO BOX 15, Estcourt, 3310. Physical Address: Civic Building, 1 Victoria Street, Estcourt**

**Tel. No.: 036 342 7800. Fax No.: 036 352 5829**

The Inkosi Langalibalele Local Municipality is an equal opportunity employment organization; hence preference will be given to previously disadvantaged groups. Women and people living with disabilities are also encouraged to tender their applications. Applications are awaited for the above position.

The final salaries of these advertised post are subject to the outcome of the job evaluation of each post by the South African Local Government Bargaining Council's TASK Job Evaluation Committee.

**INTERNAL ADVERT**

**PERSONAL ASSISTANT TO THE DEPUTY MAYOR  
FIXED TERM CONTRACT POSITION  
[OFFICE OF THE MUNICIPAL MANAGER]**

**Salary: R121 281, 84 per annum.**

Normal fringe benefits: 13<sup>th</sup> cheque, Annual leave, Housing Subsidy, Medical Aid, Pension Fund.

**Educational Requirements.**

- ND Public Administration or other equivalent and relevant qualification.
- 2 years' experience preferable in Local Government or Public sector.
- Valid Driver's license.

**Responsibilities.**

- Keeps and update the diary of the Deputy Mayor.
- Handles internal and external communication and telephone calls directed to the Office of the Deputy Mayor.
- Monitor and replenishes the stationery requirements of the Office.
- Responsible for timely bookings, travel arrangements and accommodation for the Deputy Mayor when he attends the external meetings.
- Type the Deputy Mayor's speeches for the Mayoral event, media and stakeholder engagements.
- Prepare reports and other such activities for reporting to the Manager; Office of the Mayor.
- Write minutes of the Mayoral meetings as and when required by the Deputy Mayor.

**ENQUIRIES:** To be directed to the Manager: Human Resources, Mr CL Shabalala at 036 342 7800.

**Closing Date: Tuesday, 15<sup>th</sup> April 2024 at 15h00.**

**Note to Applicants:**

1. Due to a number of applications envisaged to be received, applicants who don't receive response from us within 3 months please consider your application as unsuccessful.
2. A comprehensive CV must be accompanied by a covering letter quoting the notice number and the post applied for. The certified copies of the Identity Document (ID), Driver's License and copies of qualification must be attached to the advert.
3. Canvassing to councilors or officials is not permitted and proof thereof will result in disqualification.
4. No subsistence and traveling allowance will be paid to applicants called for interviews.
5. The Municipality reserves the right to conduct the reference check as well as not to make any appointments.
7. A comprehensive Curriculum Vitae may be hand delivered to Registry Office (Room 31) or posted to The Municipal Manager. Inkosi Langalibalele Local Municipality, P.O. Box 15, Estcourt, 3310 Civic Buildings, Victoria Street. Tel. 036-342 7800

APPROVED ✓	NOT APPROVED



**SB MTHEMBU  
MUNICIPAL MANAGER**