



ADVERTISEMENT OF A VACANT POST

The Sedibeng District Municipality with its seat in Vereeniging invites candidates to apply for the following performance-based.

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| CLUSTER | OFFICE OF THE MUNICIPAL MANAGER |
| POSITION | ASSISTANT MANAGER/PERSONAL ASSISTANT (OFFICE OF THE MUNICIPAL MANAGER) |
| SALARY | Job level 04 (R383 196.00 p.a – R423 036.00 p.a) |
| REQUIREMENT | Grade 12 plus B Degree: Public Management or National Diploma: Public Management or National Diploma: Human Resources Management |
| EXPERIENCE | 4-6 Years |
| JOB PURPOSE | To provide and facilitate administrative functions in the Office of the Municipal Manager by: |
| DUTIES | <ul style="list-style-type: none"> ➤ Managing and undertaking administrative duties relating to Office of the Municipal Manager. ➤ Compiling implementing and controlling the budget in accordance with the Municipal Finance Management Act and relevant policies of Council to attain the set goals of the Office of the Municipal Manager. ➤ Interacting with all stakeholders including the other two tiers of government on matters related to the Office of the Municipal Manager. ➤ Compiling and submitting Monthly, Quarterly and Annual Reports that serve before Council and relevant stakeholders on activities within the scope of the Office of the Municipal Manager. ➤ Facilitating implementation of applicable Legislation Policies and Procedure and Best Practice in the Office of the Municipal Manager. |

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| CLUSTER | OFFICE OF THE MUNICIPAL MANAGER |
| POSTION | OFFICE MANAGER |
| SALARY | Job Level 7 (R266 724.00 p.a.-R292 824.00 p.a.) plus benefits for a grade 11 local authority |
| REQUIREMENT | Grade 12 plus Secretarial Diploma |
| EXPERIENCE | 2-3 years' experience |
| DUTIES | <p>Providing an administrative and secretarial service to senior levels within the organization and excellent computer skills. Managing an office of the Municipal Manager at an executive level. Co-ordinates day to day operations of the Municipal Manager and support the work of the Cluster by:</p> <ul style="list-style-type: none"> ➤ Providing general secretarial and administration support to the Municipal Managers Office meetings. ➤ Acting as a liaison between the administrative support and management. ➤ Coordinating procurement of all goods and manage the budget for the Office of the Municipal Manager. ➤ Typing correspondence, reports, minutes, and related materials. ➤ Scheduling and confirming appointments and meetings ➤ Setting up and maintaining information-filling systems. ➤ Taking shorthand and recording and preparing minutes of meetings ➤ Preparing routine correspondence and compiling data, statistics and other information for the Office of the Municipal Manager. ➤ Coordinating and compiling the SDBIP reports for the Office of the Municipal Manager. ➤ Monitoring the budget movement of the Office of the Municipal Manager. ➤ Ensuring attention to detail in the Office of the Municipal Manager. |

Sedibeng District Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from designated groups are encouraged to apply. Sedibeng District Municipality reserves the right not to make an appointment in the above-mentioned position, although advertised, it can be filled by way of transfer or deployment, should it be considered to be in the interest of service delivery. Should you not hear from us within 60 days after the closing date, kindly accept that your application was unsuccessful and communication will be limited to shortlisted candidates. Canvassing of councilors or employees, in respect of the position, will lead to immediate disqualification of the application. Please note that recommended candidates will undergo security vetting, including inter alia competency assessments, the verification of curricula vitae, all qualifications and criminal records. The successful candidate will be required to sign an employment contract, a performance agreement as well as to disclose their financial interests.

For a more detailed advert please visit www.sedibeng.gov.za

The application form can be downloaded from our website: www.sedibeng.gov.za Applications must be hand-delivered to our: Corner Leslie Avenue and Beaconsfield Street, Vereeniging during office hours from 07:45 to 16:15

All enquiries relating to job content can be directed to Office of Human Resources Department, tel. 016 450 3037, 016450 3216 or 016450 3187 during office hours.

CLOSING DATE FOR ALL APPLICATIONS IS 25 JULY 2017

PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY



Sedibeng District Municipality is an equal opportunity and affirmative action employer. It is our intention to promote equitable representivity through the filling of these positions.

**Mr. S. Khanyile
Municipal Manager
Sedibeng District Municipality**

