



MSUNDUZI MUNICIPALITY EXTERNAL & INTERNAL ADVERTISEMENT (PERMANENT EMPLOYMENT)



The Msunduzi Municipality, The City of Choice hereby invites applications from competent, innovative and committed individuals for the following positions. The Municipality is committed to the aims of the Employment Equity Act.

This Municipality subsidizes its employees in terms of the following benefits: Medical Aid, Pension Fund, Unemployment Insurance Fund, Housing Subsidy and Car allowance (where applicable).

NB: All qualifications must be accredited by South African Qualifications Authority (SAQA)

**CITY MANAGER'S OFFICE
PERSONAL ASSISTANT
(MUM030002)**

Ref No: CMO09/22

Basic Salary

R303 294.41 – R393 694.50 pa (T11)

Qualifications/ Requirements

- National Diploma / Degree in Office Management/Public Management – NQF Level 6/7
- Computer Literacy – Office applications
- Minimum 3 years' relevant experience

Key Performance Requirements

- Coordinate activities and requirements associated with the City Manager's Office through the application of administrative and secretarial procedures
- Execute sequences associated with the supervision, communication, planning, prioritization and organisation of critical, confidential and important appointments, events and meetings
- Provide a client liaison service to ensure the efficient operation of the executive office

A written application must be submitted on the Msunduzi Application for Employment form (Annexure B) - to be obtained from the City Hall, Security Desk, Professor Nyembezi Building on the Ground Floor, Libraries around Msunduzi Area as well as on www.msunduzi.gov.za. The form must be filled in completely and signed on the last page. In the event that the application form is not properly completed, the application shall not be considered.

The following attachments are required:

The Application Form.

Detailed CV with three referees with current contact information.

Certified copies of qualifications/certificates, ID, Drivers' License (certified within 3 months or less of closing date).

Applicants are requested to furnish current telephone numbers at which they can be contacted. If there is more than one post advertised in the same Ref Number only one (1) application is required. Applications without the relevant attachments (cv/certificates) will be disqualified

The application needs to be addressed to the Senior Manager: Human Resource Management and be posted in the box provided on the Ground Floor opposite Security in 341 Church Street, Professor Nyembezi Centre, Pietermaritzburg or posted to Private Bag X 321, Pietermaritzburg, 3200. Enquiries Ms. S.Z. Ndlovu, 033 392 2112.

IMPORTANT NOTICE TO APPLICANTS

No late applications will be considered

No faxed or e-mailed applications will be considered

Applications submitted on a Z83 form **WILL NOT** be considered

All interviews will be done in English.

Should there be no correspondence from the Municipality within sixteen weeks after the closing date, kindly consider your Application to be unsuccessful.

Closing Date: 2023/01/11

CANVASSING OF COUNCILLORS AND/OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION.

THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS

The Municipality is an equal opportunity, affirmative action employer and it is our intention to promote representivity (race,

gender, disability) in the Local Government Sector through filling of these posts. To further the objectivity of representivity within the Msunduzi Municipality, Persons with Disabilities and Women are encouraged to apply.

Circulated Date: 2022/12/21

THE ADVERTISING OF THESE POSTS IS
AUTHORISED BY THE CITY MANAGER:
MR. L.H. MAPHOLOBA