



PERSONAL ASSISTANT/ EXECUTIVE SECRETARY

Ref no: PL-ED-ES10

DEPARTMENT: PLANNING AND DEVELOPMENT

Division: Office of the Executive Director: Planning and Development

Applications are herewith invited from suitable candidates for the above post at Drakenstein Municipality, an employer that promotes affirmative action.

POST PURPOSE:

Provide a front office support service to the Executive Director. Manage and control the provision of a comprehensive executive administrative and secretarial support service regarding daily schedules, information, commitments and other functional responsibilities that need to be attend to by the Executive Director. Provide a further support function to the Executive Director by sourcing information and addressing or directing all contact and visits to the office by various Stakeholders. Enhances the Executive Director's effectiveness by coordinating activities and requirements associated with the office through the application of administrative and secretarial procedures and execution of sequences associated with the communication, planning, prioritization and organization of critical, confidential and important appointments, events and meetings.

SELECTION REQUIREMENTS FOR THE POST:

Grade 12 and Diploma/ National Diploma in Office Management or equivalent.

Other requirements/skills

Computer literacy in office applications
Proficiency in at least 2 of the official languages of the Western Cape (read, write and speak)
Excellent human relations, interpersonal and communication skills
Ability to give attention to detail
High level of responsibility
Ability to work under pressure
Ability to deal with conflict situations
Ability to maintain confidentiality
Good telephonic etiquette

EXPERIENCE:

3 years' experience in local government and assisting executives.

SALARY SCALE:

TASK LEVEL 10 - Basic salary per annum is R209 922.30 – R272 501.49. Plus relevant benefits.

Note: Proof of Qualifications are required for assessment. (Copies must be certified)

The requirements of the Employment Equity Act will be considered for this position, but will not be the only criteria applied.

A service bonus equal to one month's salary is payable and normal fringe benefits related to Local Authorities including a housing allowance for home owners and is subject to certain conditions.

Note: Canvassing with Councillors or any members of the Appointments Committee is not permitted and will automatically disqualify applicants.

Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.

Your application can be submitted via email to: planningjobs@drakenstein.gov.za

For submission of hardcopies, application forms can be obtained from the Human Resources Offices, PO Box 1, Berg River Boulevard, Paarl 7622, telephone numbers: 021 807 4508/ 021 807 6318/021 807 6253 / 021 807 4597(Mondays to Fridays from 10:00 until 15:00). There will be no forms issued from 12:45 to 13:45. **No fax copies of application forms will be accepted.** Clearly indicate the reference number for the post you are applying for on the application form. Your fully completed application form must be accompanied by your CV (not more than 5 pages) when handing it in.

Please note that no CV's will be returned on the applicant's request, therefore please do not send us your original certificates.

NB: If you are not contacted within three (3) months after the closing date, please note that you were unsuccessful. No further correspondence will be given to you in this regard.

NB: Candidates that arrive late for interviews will be disqualified.

Closing date for emailed applications: 26 October 2018 at 23h59

Closing date for hardcopies: 26 October 2018 at 15h35

CITY MANAGER