



NOTICE 224 OF 2023

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust and Dysselsdorp is situated in the heart of the Little Karoo in the Western Cape. The Municipality strives to provide the best possible services and facilities to its residents, business community, industries, hospitality and tourism sectors.

Candidates with the minimum requirements, necessary integrity and excellent track record may apply for the following position(s) to enhance the town's vision of prosperity for all. **Applicants with a criminal record check report not older than (six) 6 months are requested to attach the outcome report to their application. Applicants with no criminal record check report are requested to attach proof of application for criminal record check to their application.**

1 X PERSONAL ASSISTANT: MUNICIPAL MANAGER - WC/045/MM/MM/004

DIVISION: EXECUTIVE SUPPORT

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

T10 (R 270 897 - R 351 624)

SUBJECT TO TASK EVALUATION

REQUIREMENTS

- Grade 12
- 2 - 5 years relevant experience
- Willingness to work after hours to maintain productivity within the workplace
- Must be able to handle a heavy workflow in a busy office environment
- Computer literacy (Excel, Word, PowerPoint, Outlook, etc.) essential
- Proficient in two of the three official languages of the Western Cape

KEY PERFORMANCE AREAS

- Ensure a well-managed and accurate administrative support function to the office of the Municipal Manager
- Render effective receptionist service for the office of the Municipal Manager
- Preparing and taking minutes of meetings
- Disseminate audit findings to the relevant directorates
- Make travel arrangements and accommodation for the Municipal Manager
- Typing of memorandums, letters and minutes
- Filling of correspondence and other documents
- Manage incoming and outgoing mail
- Organising, confirming and scheduling meetings/appointments with internal and external departments
- Co-ordinate and distribute requests for information
- Operating and maintaining office equipment such as Facsimiles, Copiers, Scanning Equipment and



computers

- Compiling requisition forms for the purchase of stock and stationery
- Manage and distribute correspondence on the Document Management Systems (ProMun, Collaborator, SDBIP)
- Responsible for updating information of the Municipal Manager for SDBIP on Ignite System and meeting the required deadlines
- Responsible for updating the information of the Municipal Manager on the PMS System and meeting the required deadline
- Responsible for the electronic correspondence system (Collaborator)
- Use initiative and work independently in any situation that needs to be resolved, arranged or organized
- Responsible for drafting of documents and letters for manager signatures
- Handling of sensitive and confidential documents and information
- Liaison with the office of the Mayor
- Perform all other relevant duties as required by the Municipal Manager

COMPETENCIES

- Good management, negotiating, interpersonal and report-writing skills
- Written and Oral Communication
- Attention to Detail
- Influencing
- Ethics and Professionalism
- Organisational Awareness
- Problem-Solving
- Planning and Organising
- Business Processes and Use of Technology
- Data Processing & Analysis
- Interpersonal Relationships
- Service Delivery Orientation
- Client Orientation and Customer Focus

Candidates must be willing to be subjected to an interview, practical and/or written assessment. They must also be aware that previous employers and references may be contacted and their qualifications, credit and criminal records be verified. **The appointment will be subject to the signing of an employment contract and performance agreement.**

BENEFITS:

The Council offers competitive benefits such as a housing subsidy, a thirteenth cheque, a pension fund, a medical aid fund, a study assistance scheme and the transport of furniture under certain conditions.

Application must be on the official application form of the Oudtshoorn Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity



document (not older than three (3) months) as well as particulars of at least three recent contactable references, must be submitted to **Chief HR Officer: Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620** (submit applications to Recruitment & Selection section), Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website, www.oudtshoorn.gov.za.

CLOSING DATE: 06 October 2023 at 12:00

Please Note: Canvassing will result in automatic disqualification. If you have not been contacted within 30 working days after the closing date of this advertisement, you may assume that your application was unsuccessful. Curriculum vitae will not be returned. The council will make appointments in line with its employment equity plan and also reserves the right not to make an appointment. No applications sent via e-mail/late applications will not be considered.

**MR W HENDRICKS
MUNICIPAL MANAGER**

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