



DITSOBOTLA LOCAL MUNICIPALITY

DITSOBOTLA LOCAL MUNICIPALITY is inviting applications from suitably qualified persons for the following positions:

THE TERM OF THE CONTRACT OF EMPLOYMENT FOR ALL POSITIONS BELOW IS FOR A FIXED PERIOD ATTACHED TO THE TERM OF THE COUNCIL

OFFICE OF THE SPEAKER

POSITION : PERSONAL ASSISTANT (PA)

**REMUNERATION : R236 616-00 per annum
(Excluding applicable Service Benefits)**

QUALIFICATIONS & EXPERIENCE

Matric with two (2) years relevant experience. Computer literacy. Relevant Diploma will be added advantage

COMPETENCIES & SKILLS

Good Interpersonal Skills, Excellent Communication and Coordination Skills.

KEY PERFORMANCE AREAS

Performs specific tasks/ activities associated with the provision of Secretarial support by:

- Scheduling, confirming and updating the diary of the Speaker and alerting or indicating priority/ urgent meetings requiring attention and arranging travel and accommodation for the Speaker for out of town meetings.
- Organising, confirming, scheduling meetings/ appointments, copy, typing and formatting documents/ reports and creates presentations using word processing and related office applications.
- Updating the correspondence register, preparing notification, agendas and minutes for specific office events, perusing Council and Committee agenda and minutes of Meetings and identifying with items associated with the Section's activities requiring the attention of the Speaker, answering, re-routing telephone calls and processing claims for the Speaker.
- Keeping records and information for the office of the Speaker.

POSITION : STAKEHOLDER LIAISON OFFICER

**REMUNERATION PACKAGE : R295 836-00 per annum
(Excludes service benefits)**

QUALIFICATIONS & EXPERIENCE

Relevant tertiary qualifications in Developmental Studies or Public Administration (NQF Level 5), 2 years relevant experience and driver's licence.

COMPETENCIES & SKILLS

Good Interpersonal Skills, Excellent Communication and Coordination Skills.

KEY PERFORMANCE AREAS

- Monitor the implementation of Public Participation policies, strategies, guidelines and procedure manuals to enable community participation in the affairs of the municipality.
- Coordinate the establishment of public participation structures for effective coordination of public participation in the affairs of the municipality, oversee mobilization and involvement of relevant stakeholders to participate in the municipal IDP and Budget Processes to ensure that the municipality develops a credible IDP, ensure functionality of ward committees and provide support to all ward committees meetings when required.
- Coordinate logistical arrangements for municipal events/programmes, and ensure the participation of Communities and Community Organizations in Council Programmes.
- Coordinate information dissemination to communities, develop and maintain community data base, compile reports and submit to Manager: Support Services,
- Perform any other work allocated by immediate supervisor

Interested persons should forward their detailed curriculum vitae with contactable references, certified copies of all qualifications and identity document together with covering letter to:

**Acting Municipal Manager
Ditsobotla Local Municipality
P.O Box 7
Lichtenburg
2740**

Alternatively to:

**HUMAN RESOURCES DEPARTMENT
3rd Floor, Civic Centre
Cnr Transvaal & Nelson Mandela Street
Lichtenburg
2740**

For enquiries please contact Human Resources Department at 018 633 3854/55/56/57.

CLOSING DATE : 23 FEBRUARY 2017 @ 12H00

DITSOBOTLA LOCAL MUNICIPALITY is committed to the achievement and maintenance of Employment Equity Plan especially in respect of race, gender and people with disabilities.

MR M. JUTA

ACTING MUNICIPAL MANAGER