



EXTERNAL ADVERTISEMENT

BOJANALA PLATINUM DISTRICT MUNICIPALITY

Bojanala Platinum District Municipality has a vacancy for a suitably qualified, highly motivated and dynamic individual who will perform the duties of a Personal Assistant in the Office of the Executive Mayor in a role playing position on a fixed term contract linked to the term of office of the current Executive Mayor.

PERSONAL ASSISTANT IN THE OFFICE OF THE EXECUTIVE MAYOR

Key responsibilities

- Attend to correspondence by routing through the administration system
- Follow up such correspondence, making telephone calls and sending out memorandums
- Receive complaints from the public
- Organizes ceremonial functions by sending invitations to participants of the function, confirm their attendance and arrange logistics for the function
- Organizes and files documents by creating a file system for safe keeping of documents and records

Requirements:

- Grade 12
- Secretarial Diploma
- Experience as a P.A. or Secretary
- Drivers Licence
- Must be able to work after hours

Salary: R290 601 (All inclusive salary package)

Closing date: 26 March 2010

Enquiries should be made to: The H.R. Officer on Tel: (014) 5928883. Interested candidates should send a comprehensive CV with certified copies of qualifications to: The Municipal Manager, Bojanala Platinum District Municipality, P O Box 1993, Rustenburg 0300. No fax or e-mail will be accepted.

Bojanala Platinum District Municipality as an employer applies employment equity and equal opportunity to all applicants.

IF YOU ARE NOT CONTACTED WITHIN SIX WEEKS AFTER THE CLOSING DATE FOR APPLICATIONS, YOU MUST REGARD YOUR APPLICATION UNSUCCESSFUL. PLEASE DO NOT SEND ORIGINAL DOCUMENTS.