

## EXTERNAL ADVERTISEMENT

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following position.

### BUDGET AND TREASURY OFFICE

#### MUNICIPAL FINANCE MANAGEMENT TRAINEE (X1)

18 Months Fixed Term Contract

Salary Scale: R3 000.00 Per Month

No municipal benefits will apply (pension, medical aid, etc.) and applicants are required to make their own arrangements in respect thereof.

#### Minimum requirements:

- Grade 12 Senior Certificate. .
- B.com Degree or Equivalent Qualification (NQF Level 6).
- Males and people with disability are encouraged to apply.
- From 18 to 35 years.
- No Experience Required.

#### Key performance areas:

- Explore Implementation of GRAP and budget reforms.
- Explore Financial and performance reporting.
- Explore Expenditure and revenue management.
- Explore Supply Chain Management.
- Explore Implementation of the Municipal Finance Management Act.
- Explore Asset Management.

Ubuhlebezwe Municipality is an equal opportunity and an affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of original certificate (s) and Identity Document must be forwarded to: The Municipal Manager, P.O Box 132 IXOPO 3276 by not later than 16h00 on Friday 01 December 2017. Faxed/Emailed applications will not be accepted. If you do not hear from the Council within 30 days of the closing date, please consider your application as unsuccessful.

All enquiries should be directed to the HRD Officer, Ms NP Zuke Tel. 039 834 7700. Council reserves the right not to make any appointment (s) into the abovementioned positions.

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GM SINEKE  
MUNICIPAL MANAGER

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### OFFICE OF THE MUNICIPAL MANAGER

#### PERSONAL ASSISTANT AND EXECUTIVE SUPPORT TO THE MUNICIPAL MANAGER R190 936.56 – R247 837.08

Applicable benefits: Medical aid, Pension, 13<sup>th</sup> cheque and homeowner's allowance.

#### Minimum requirements:

- BA Degree General / BA Communications / Bachelor of Social Science.
- Computer literacy Skills. (Full Package in Microsoft Office)
- Secretarial, Clerical and Office Management Skills.
- Minimum of 2 years working experience as a Personal Assistant \ Secretary.
- Good Telephone Etiquette Skills.
- Excellent Interpersonal and Communication Skills.
- The Ability to Work under Pressure and Extended Hours.

#### Key performance areas:

- Provide strategic support and assistance to the Municipal Manager.
- Manage the Office of the Municipal Manager and Appointments.
- Perform Secretarial and Administration Duties.
- Liaise with the Managers that are reporting to the Municipal Manager.
- Handle both incoming and outgoing Correspondence.
- Act as link between the office of the Municipal Manager and the HOD's to ensure the co-ordination of functions such as management of documentations as well as strategic management meetings.
- Make travel arrangements and bookings for the Municipal Manager.
- Deal with visitors and queries.
- Manage the Municipal Managers Diary, arrange meetings and workshops and provide administrative support.
- Perform reception duties and preparation of a weekly programme for the entire institution.

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