



NEWCASTLE MUNICIPALITY VACANCY

CS30/2024

The following vacancy exists in the department as mentioned hereunder:-

DEPARTMENT: CORPORATE SERVICES

Position	Personal Assistant: Post ID: CORP2
Remuneration	R 407 462,85 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • Computer Literacy: MS Office. • National Diploma in Public Management or equivalent qualification
Experience	<ul style="list-style-type: none"> • 3 years' relevant experience
Responsibilities	<p>A. ADMINISTRATIVE FUNCTIONS</p> <p>SECRETARIAL SUPPORT</p> <p>Performs specific tasks/activities associated with the provision of Secretarial support, by :</p> <ul style="list-style-type: none"> • Managing diary of the SED: Corporate Services. • Scheduling, confirming, and updating the diary of the SED of Corporate Services and alerting or indicating priority/urgent meetings requiring attention. • Organising, confirming, and scheduling meetings/appointments with internal departments/external stakeholders. • Arranging the venue and attending to catering/refreshments requirements for SEDs meeting when required. • Arranging flight and accommodation bookings for meetings outside of Newcastle, Municipal area, and completing subsistence and travel documentation in respect of the SED of the Department • Copy, typing and formatting documents/reports and creates presentations using word processing and related office applications as well as dissemination of such information during meetings. • Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/or seeking information and approval of and communicating response established for specific/or routine matters. • Preparing notification, agendas and minutes for specific meetings (PSC Committee) when required and attending to the distribution and/or arranging for the collection of documentation prior to scheduled meetings. • Perusing Council and Committee agenda and minutes of meetings and identifying with items associated section's • activities requiring the attention of the SED: Corporate Services • Receiving and perusing documents (pointing out obvious mistakes/ discrepancies) and correspondence received from sections before submission to SED: Corporate Services for signature.

	<ul style="list-style-type: none"> • Drafting letters and memorandums to CoGTA and SALGA for Strategic Executive Director's approval • Attending to daily correspondence received (e-mails, via post and faxes) by replying and/or forwarding to the departments and Directors with further instructions. • Attending to Departmental Manco meeting, taking minutes of such meeting and typing minutes for the Strategic Executive Director's approval • Controlling bookings of board room and ensure readiness of overhead projector etc. • Monitoring Attendance registers and leave forms – Directors • Perusing correct completion of Sundry and Transport for Councillors and controlling vote – delegated from Municipal Managers Office • Copying and collating of documents for the Strategic Executive Director • Scanning and faxing of documents for SED: Corporate Services
Where Advertised	<ul style="list-style-type: none"> • Internal / Newcastle website

Detailed CV's can be placed in the box with the Security: Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the SED: Corporate Services: Dr PD Thabethe 034-328 7910

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
- The Directorate: Human Resources will not accept responsibility for information not mentioned in applications.
- **Applicants are not required to submit certified copies of their educational qualifications and other relevant documents but must submit copies of supporting documents.**
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo a proficiency test.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representatively through the process of affirmative action.
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- **Applicants with criminal records or pending criminal / departmental or civil cases must disclose. Failure to disclose may lead to disqualification.**
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.
- **The attached application form for employment must be completed in full, accurately, and legibly.**
- **All information relevant to a candidate must be provided on this form.**
- **Any additional information may be provided on the cv.**

CLOSING DATE: 28 June 2024