

# NKANGALA DISTRICT MUNICIPALITY AWAITS APPLICATIONS FOR THE FOLLOWING VACANCY IN COUNCIL'S SERVICE

## ADMINISTRATIVE ASSISTANT: CORPORATE SERVICES (2 POSTS)

**Salary:** R140 001p.a.

**Post Level** 8/9

**Qualifications:** Grade 12 plus a qualification in Office Administration or equivalent. Advanced computer literacy in Microsoft Office. Four years' experience in a municipal or similar environment. Ability to work under pressure. Willingness to work overtime. Able to meet deadlines.

**Key functions:** Prepare meeting packs for Council and Council committees. Submit final agenda for approval, printing and distribution to all relevant stakeholders. Maintain electronic information of Council meetings. Ensure that reports are received from various managers in all Departments and units for inclusion in the agenda of the relevant meetings. Ensure that Council resolutions are communicated to relevant departments and units. Assist in preparation of year planner for council and committee meetings. Give support to management and staff as required. Typing correspondence and keeping record of all the approved agenda. Responsible for all other committee related administrative activities.

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**Closing date:** Applications must be received by close of business on **23 February 2012.**

Correspondence will be limited to short-listed candidates.

Applicants should submit a detailed CV together with certified copies of qualifications and identity document and mark it for the attention of: The Acting Municipal Manager, Mr A G Zimbwa, PO Box 437, Middelburg, 1050.

Hand delivered applications may be submitted to the Municipal Headquarters, 2A Walter Sisulu Street, Middelburg.

No faxed or e-mailed applications will be accepted.

**Enquiries:** Ms S A Nxumalo (013) 249 2082

