

# **KNYSNA MUNICIPALITY**



**Knysna**

Municipality • Munisipaliteit • uMasipala  
INCLUSIVE. INNOVATIVE. INSPIRED.

**Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:**

**PERSONAL ASSISTANT TO THE SPEAKER  
ADMINISTRATION SERVICES  
DIRECTORATE: CORPORATE SERVICES**

**TASK LEVEL: 9**

**R 190 368 to R 247 128** (Basic Salary)

**R 305 302 to R 378 613** (Cost to company)

**This is a fixed term contract position linked to the term of the Speaker  
Applicable Municipal benefits will apply.**

## **MINIMUM REQUIREMENTS:**

National Diploma- Secretarial or equivalent  
Valid driver's licence  
At least 3 years' relevant experience  
Computer literacy (MS Office applications)  
Understanding of South African politics  
Ability to function in a political and community environment  
Typing and report writing  
Time management and planning skills  
Proficiency in at least 2 of the official languages of the Western Cape (read, write & speak)  
Good human relations, interpersonal and communication skills  
Ability to give attention to detail  
High level of responsibility  
Ability to work under pressure  
Ability to deal with conflict situations  
Ability to maintain confidentiality  
Good telephone etiquette  
Should at all times be available and willing to work long hours

## **KEY PERFORMANCE AREAS:**

- Provide day-to-day administrative and general secretarial support to the Speaker
- Maintain the Speaker's calendar
- First line screening of visitors
- Answering calls, identifying the nature and priority of the issues, taking proactive actions
- Maintain the Speaker's confidential files
- Preparation of agendas for the Speaker and the distribution thereof to relevant parties
- Drafting of minutes when required
- To develop and maintain mechanism and register to monitor the implementation of the decisions, resolutions and action plans of the Mayoral Committee and to report to the Speaker in this regard
- Act as liaison between the Speaker and all other Councillors
- Liaising with relevant departments to coordinate statutory bodies such as Ward Committees and the submission of reports to Council as required by law and policy
- Working and liaising with the Head Committee & Council Support in the compilation, management and monitoring of the Budget for the Office of the Speaker
- The production of official speeches for the Speaker
- Perusing official Council Agendas
- Coordination of all travel arrangements
- Coordination of functions and events

*All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an Coloured or Indian Female and African or Indian Male if a suitable candidate in that category can be identified.*

## **DIRECTION TO CANDIDATES:**

All applicants **MUST** complete a Knysna Municipality application form. Applications must be accompanied by a comprehensive CV with certified copies of qualifications (**not older than 3 months**), copies of training,

experience, competency and previous employment record. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

Application forms are obtainable from Reception at the Main Municipal Offices in Clyde Street, Knysna and the Municipal website: [www.knysna.gov.za](http://www.knysna.gov.za). Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: [vacancies@knysna.gov.za](mailto:vacancies@knysna.gov.za).

**Please note:** Correspondence will **ONLY** be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.

**CLOSING DATE: 8 AUGUST 2019**

**Dr SW VATALA**

**MUNICIPAL MANAGER**

*The Municipality reserves the right not to make an appointment.*