



City on the move

Suitably qualified persons are invited to apply for appointment in the following position:

## **1. OFFICE OF THE CITY MANAGER**

### **1.1. PERSONAL ASSISTANT**

#### **POST REQUIREMENTS:**

- Preferably an appropriate tertiary qualification tertiary qualification and/or demonstrated competence in the areas outlined.
- Ability to use word processing packages and advanced applications thereof.
- Ability to use presentation packages as well as the internet and mail facilities and their advanced applications.
- Ability to do research and to manage and organize data effectively.

#### **JOB SUMMARY:**

The Personal Assistant reports to the City Manager and will provide an effective and efficient administrative and research support service to the Office of the City Manager.

#### **KEY PERFORMANCE AREAS:**

- To develop, implement and maintain systems so as to ensure administrative and other support with regard to correspondence, submissions, information documents, communication and budgetary aspects in line with organizational goals.
- To ensure congruency of work practice with organizational values.

#### **SALARY GRADE:**

Total cost to the employer remuneration.

The closing date in respect of all positions will be **14 August 2009**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's directly to the address indicated below. The relevant telephone number can be contacted for more information.

Please note that if you do not receive any correspondence from this organisation regarding your application within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

**GM: Human Resource Management**

**P.O. Box 3704  
BLOEMFONTEIN  
9300**

Telephonic Enquiries : 051 – 405 8517 OR e-mail: [employ@civic.mangaung.co.za](mailto:employ@civic.mangaung.co.za)

**We thank all applicants for their interest**