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NOTICE NO. 04 OF 2025

LOCAL STAFF VACANCY

Applications are invited from suitably qualified persons for the below-mentioned posts in KSD jurisdiction (Mthatha and Mqanduli). King Sabata Dalindyebo Municipality is committed to employment practices that redress past imbalances in respect of race, gender, creed and disability, and as such the relevant policy will be considered during selection and placement.

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| DEPARTMENT | : | CORPORATE SERVICES |
| POST NAME | : | PERSONAL ASSISTANT TO DIRECTOR: CORPORATE SERVICES |
| T.A.S.K. GRADE | : | 07 |
| EMPLOYMENT STATUS | : | PERMANENT EMPLOYMENT CONTRACT |
| SALARY SCALE | : | R 197, 411.00 – R 256, 253.00 PER ANNUM (PLUS BENEFITS) |

MINIMUM REQUIREMENTS

- Grade 12;
- Secretarial Diploma or relevant qualification in public administration at NQF level 5.
- At least 2 years' work-related experience.
- Proof of Computer Literacy (in all Computer applications)

KEY PERFORMANCE AREAS (but not limited to)

- Performs tasks associated with the provision of secretarial and administrative support to the Director: Corporate Services.
- Coordinates travel and accommodation bookings for the Director: Corporate Services.
- Executes specific instructions and applies laid down procedures with respect to coordinating the Director: Corporate Services' diary and specific events.

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- Controls and provides personal support to the Director: Corporate Services.
- Maintains and access records of discussions, instructions and correspondence.
- Support the administrative and reporting requirements of the office of the Director: Corporate Services and be willing to work abnormal hours.

DEPARTMENT : **BUDGET AND TREASURY OFFICE**

POST NAME : **PERSONAL ASSISTANT TO CHIEF FINANCIAL OFFICER**

T.A.S.K. GRADE : **07**

EMPLOYMENT STATUS : **PERMANENT EMPLOYMENT CONTRACT**

SALARY SCALE : **R 197, 411.00 – R 256, 253.00 PER ANNUM (PLUS BENEFITS)**

MINIMUM REQUIREMENTS

- Grade 12;
- Secretarial Diploma or relevant qualification in public administration at NQF level 5.
- At least 2 years' work-related experience.
- Proof of Computer Literacy (in all Computer applications)

KEY PERFORMANCE AREAS (but not limited to)

- Performs tasks associated with the provision of secretarial and administrative support to the Chief Financial Officer.
- Coordinates travel and accommodation bookings for the Chief Financial Officer.
- Executes specific instructions and applies laid down procedures with respect to coordinating the Chief Financial Officer's diary and specific events.
- Controls and provides personal support to the Chief Financial Officer.
- Maintains and access records of discussions, instructions and correspondence.
- Support the administrative and reporting requirements of the office of the Chief Financial Officer and be willing to work abnormal hours.

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Enquiries may be directed the Staff Provisioning Office at 047 501 4102/4008/4100/4110/ 4386 (Munitata Building, Mthatha).

PLEASE NOTE:

1. Preference will be given to a suitable qualified person in line with the Employment Equity Act and approved employment equity plan of KSD Municipality. Applicants from designated groups are encouraged to apply especially women and people with disabilities.
2. Applicants should submit their applications using the municipality's vacancy **APPLICATION FORM** (obtained from HR and Website) together with CVs not exceeding five (5) certified copies of their qualifications, academic record, [Matric certificate must also be attached] identity document and driver's licence [where applicable].
3. Applicants are encourage to re – apply to those who apply before.
4. Faxed and emailed applications, applications received after the closing date and time, and applications without certified copies of documents will result in the disqualification of candidates.
5. Canvassing for appointment to the positions and corroborating proof thereof will result in disqualification of a candidate.
6. Appointment will be subjected to compulsory pre-employment screening in the form of determining the validity of qualifications, current and previous employment reference checks, criminal checks and competency assessment (where applicable). Applicants in possession of foreign qualification/s must attach a certificate of evaluation from SAQA.

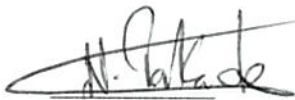
7. Due to the large number of applications we envisage to receive, applications will not be acknowledged with communication to be limited to shortlisted candidates. Should you not be contacted after 30 days from the closing date of the advertisement, please consider your application unsuccessful.

8. **CLOSING DATE: NOT LATER THAN FRIDAY 21 FEBRUARY 2025.**

The Municipality reserves the right not to appoint in any of the advertised vacancies.

Applications must be forwarded to:

Office 312 Archives and Registry, Third Floor, Munitata Building or Post to: The Director Corporate Services, KSD Local Municipality, P. O. Box 45. MTHATHA 5099.
KSD Fraud and Corruption Hotline 0800 360 634



**N. PAKADE
MUNICIPAL MANAGER**