



# HARRY GWALA DISTRICT MUNICIPALITY

## OFFICE OF THE MUNICIPAL MANAGER

### ADMINISTRATIVE ASSISTANT

**Salary Grade: (C3) R274 304.89 – R298 386.02 p.a.  
(Plus applicable benefits) • Ref No. MM M 5/5/4/2/1**

**Requirements:** • Grade 12/Matric • 3 years' qualification (NQF Level 6) in Public Administration or relevant qualification • Computer literacy • 1 - 2 years' experience in Administration.

**Key performance areas:** • Receive and verify information recorded on requisitions from Communications Section • Arrange meetings and take minutes at the District Communicators Forum • File relevant documents and correspondence of the Communications Section • Access and insert an appropriate information using the Microsoft programs • Perform a variety of tasks to keep internal operations running smoothly and uphold Municipality's external image • Responsible for creating and publishing content, brainstorming ideas, overseeing office activities and putting together newsletters and other publications of the municipality • Write press releases, monitor media coverage and attend both internal and external events • Regularly collect and assess data and analytics across a variety of digital platforms • Create and upload content to various platforms such as Twitter, Facebook and any other social media platform used by the Municipality.

**Enquires should be directed to:** Human Resources Unit, on tel: (039) 834 8756/5504/8752/. No faxed or emailed applications will be accepted.

Applications must be submitted with a signed **Application Form** which can be found on our website [www.harrygwalamunicipality.gov.za](http://www.harrygwalamunicipality.gov.za) accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity Document and driver's license must be addressed to the **Municipal Manager for Attention: Miss N. Lungwengwe Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276**, or can be hand delivered at **40 Main Street, IXOPO, 3276**, to reach us no later than 15h00, **19 March 2021**.

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

**NB:** Canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

**N.B** Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

**MRS A.N. DLAMINI: MUNICIPAL MANAGER**