



# MASILONYANA

MUNICIPALITY

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## ADVERTISEMENT INTERNAL/EXTERNAL

Masilonyana Local Municipality with its Head Office in Theunissen is an equal opportunity employer committed to the promotion of equity and equality. The municipality hereby invites applications from suitably qualified candidates for the following position:

### DEPARTMENT: COMMUNITY SERVICES

#### OFFICE ADMINISTRATOR/PA TO DIRECTOR COMMUNITY SERVICES

The incumbent will be reporting directly to the Director Community Services

#### Requirements:

- Grade 12;
- Diploma/National Certificate in Office Administration – NQF level 6
- Secretarial skills at a senior level,
- Proficiency in minute taking and undertaking of independent research.
- Sound communication skills (oral and written).
- Good computer knowledge in office applications.
- Good planning skills. Attention to detail.
- Ability to work in a highly pressurized environment
- Computer Literacy;
- MS Office and other administrative suites;
- 12-18 months relevant experience in office administration.

#### Key Responsibilities:

- Scheduling, confirming and updating the diary of the Director: Community Services and alerting or indicating priority/ urgent meetings requiring attention.
- Arranging travel and accommodation for the Director: Community Services for out of town (National & International) meetings.
- Organising, confirming and scheduling meetings/ appointments with internal departments/ external officials, arranging the venue and attending to catering/ refreshments requirements.
- Copy typing and formatting documents/ reports and creates presentations using word processing and related office applications.
- Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/ or seeking information and approval of and communicating response established for specific/ or routine matters.
- Registering all requests for travel and accommodation from relevant personal travelling on official



visits and verifying that authorization has been granted for said travel.

- Undertaking the booking of travel (flight, vehicle hire, etc) and accommodation with authorized service providers through the provision of the relevant official's personal details and requirements.
- Verifying the booking details and checking dates and times are correct.
- Providing the relevant official/s of details of travel and accommodation requirements (e.g. voucher numbers, reference numbers, food preferences, etc.) through written correspondence and verifying that details are correct.
- Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/ or seeking information and approval of and communicating response established for specific/ or routine matters.
- Referencing source documentation, reports and/ or instructions using alpha-numeric sequential codes and updating files inserting current and relevant information and seeking approval on the destruction of old or outdated correspondence/ documentation.
- Retrieving supporting documentation and records as per the Director: Community Services request to facilitate and support query resolution or discussions
- Removing and replacing consumable items (paper, ink) from specific office equipments, transmitting/ receiving facsimile and/ or attending to the photocopying of correspondence/ documents.
- Maintaining stocks of standard forms and stationery and completing requisition orders to facilitate the replenishment of items prior to depletion.
- Communicating with Director: Community Services and establishing critical priorities for scheduling purposes.
- Interacting internally (executive management team, departments) and externally (national/ international delegates, officials, business sector; community leaders) to confirm arrangements and programmes.
- Attending to telephonic calls and visitors to the Office of the Director: Community Services establishing nature of visit and attending to specific routine matters and/ or recording details of enquiries and/ or messages in the absence of the Director: Community Services and forwarding for attention upon availability.

SALARY: R209 563,80 p.a



**Enquiries can be directed to the Human Manager, Miss K.E.E Molaoa at 0713873750 during office hours.**

Besides the salary that is offered, the municipality will also contribute towards pension fund and medical aid contributions under certain conditions. The municipality further also give housing subsidy under certain condition and in line with the Collective Agreement as may be amended from time to time.

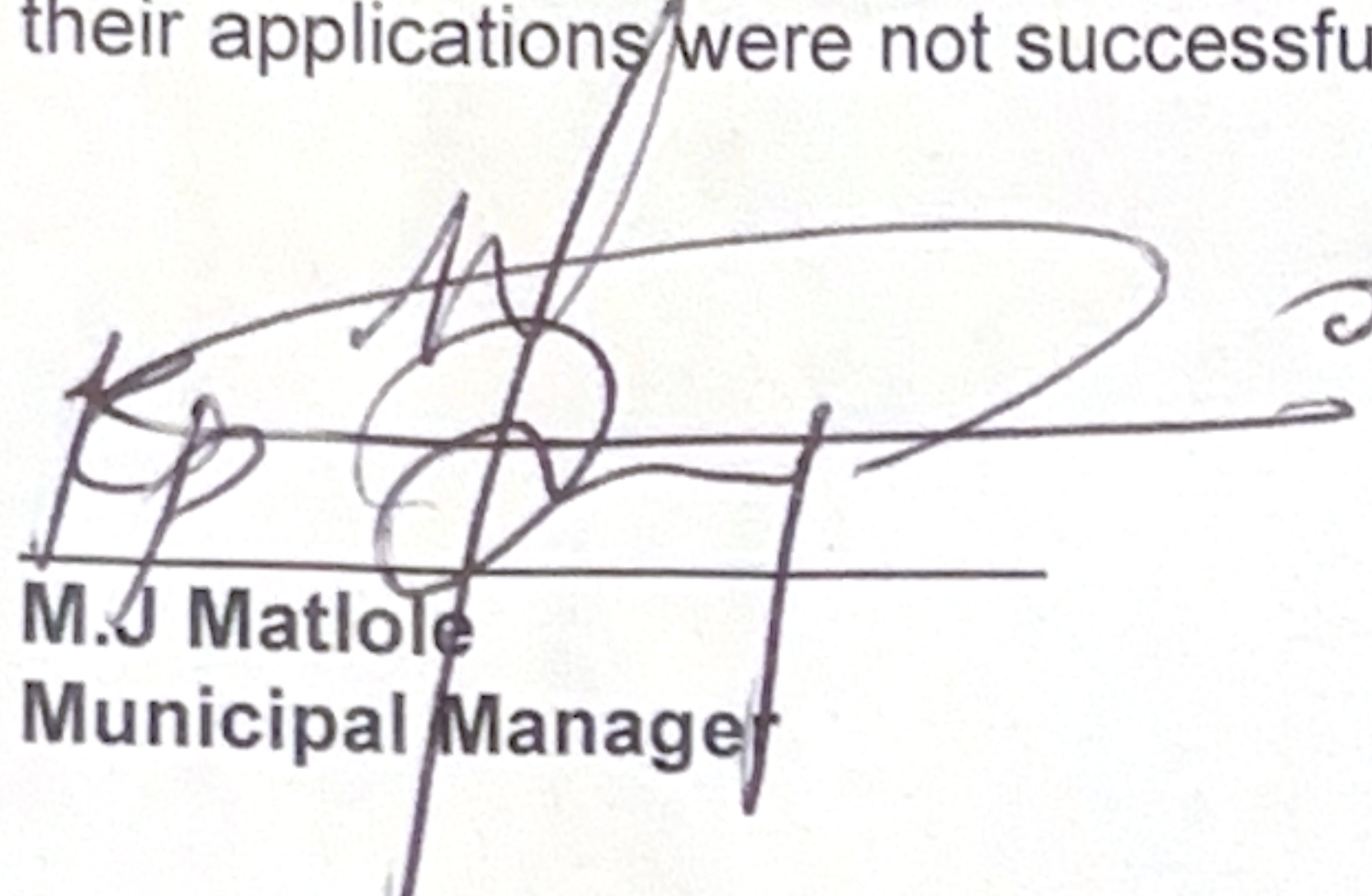
Interested suitable qualified and experienced persons can submit their applications and detailed CV's with certified copies of their qualifications to the following address:

**Municipal Manager PO Box 8, Theunissen, 9410, or applications can be hand delivered at Municipal offices in Theunissen, Brandfort, Winburg and Verkeerdevlei.**

No e-mails, faxes or late submissions will be accepted.

**Closing date: 18 December 2025**

**NB:** Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful.



M.J Matlole  
Municipal Manager