

**PIXLEY KA SEME
DISTRICT MUNICIPALITY**

ADVERTISEMENT

VACANCIES

Pixley ka Seme District Municipality, an equal opportunity, affirmative action employer headquartered in De Aar, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career opportunities:

PERSONAL ASSISTANT TO THE MUNICIPAL MANAGER

[Position will be linked to the incumbent (Municipal Manager)]

REQUIREMENTS

- Diploma in Office Administration with at least 2 years appropriate experience.
- Knowledge of the functioning of Local Government, community organisations & dynamics and organisational procedures.
- Excellent oral and written communication skills (especially regional speech)
- Sound interpersonal skills
- Ability to function under pressure
- Work independently and deal with confidential Information
- Effective administration skills
- Computer literacy
- Ability to maintain sound public and media relations
- Willingness to be subjected to security clearance

KEY RESPONSIBILITIES

- Performs client liaison at executive and local level to ensure sustainable interaction between the public, Municipal Manager's office and various departments
- Handling of administrative tasks to ensure effective and efficient services to the office of the Municipal Manager

REMUNERATION: Competitive Salary

NB: The appointment to the position is linked to the current Accounting Officer directly

TOURISM OFFICER

REQUIREMENTS

- National Diploma in Tourism or Equivalent
- 2–3-year experience in a tourism or related field.
- Valid Driver's License
- Good Interpersonal, Communication, public relations and marketing skills

- Good working knowledge of MS Word, MS Excel, MS Power point and outlook

KEY RESPONSIBILITIES

- Co-ordinates the execution of critical key performance areas of the functionality and provides input into specific Tourism initiatives to ensure the functionality is capable of supporting Council's Tourism objectives through recognition of immediate priorities and longer-term interventions.
- Co-ordinates applications and processes associated with the promotion and positioning of the Region as a preferred Tourist destination to ensure through the collection and circulation of information and provision of support, tourism objectives and goals as a socio-economic enabler are accomplished.
- Co-ordinates specific project requirements with respect to tourism projects/events to ensure Tourism projects and events are professionally coordinated to enable positive contributions to, and accomplishment of, desired outcomes, objectives and goals.
- Attends to the administrative recording, reporting and recordkeeping requirements/procedures to ensure laid down administrative procedures and reporting requirements are complied with and accurate information disseminated to support specific decisions/actions.

BASIC SALARY: (T11) R 28 230 – R 36 651 per month + fringe benefits

ENQUIRIES: Mrs. GJ Theron, Telephone number 053-6310891.

The prescribed application form, accompanied by a full CV and certified copies of qualifications, certificates, ID and valid drivers' licence must be forwarded to the Municipal Manager, Pixley ka Seme District Municipality, Private Bag X1012, DE AAR 7000

Fraudulent qualifications or documentation, including driver's licences, will immediately disqualify any applicant.

Pixley ka Seme District Municipality has a firm commitment to the advancement of the previously disadvantaged, including women and the disabled.

All qualifications and candidates will be subjected to vetting

Foreign qualifications will only be considered if accompanied by assessment letter from SAQA which is not older than 3 months.

Canvassing will immediately disqualify candidates from appointment.

If no notification regarding this advertisement has been received within two months of the closing date, please assume that the application was unsuccessful.

Correspondence will be limited to short listed candidates.

The Municipality reserves the right not to make any appointment.

NB: In terms of our Employment Equity Plan disabled people are encourage to apply for the positions.

Note: No faxed or e-mail applications will be considered.

Closing date: 21 July 2023



I Visser
Municipal Manager
Pixley ka Seme
District Municipality
Private Bag X1012
De Aar, 7000