



**WALTER SISULU LOCAL MUNICIPALITY
(BURGERSDORP, MALETSWAI, STEYNSBURG, VENTERSTAD AND JAMES CALATA)**

The Walter Sisulu Local Municipality is a Category 2 Municipality. It is situated within the Joe Gqabi District Municipal Area, in the Eastern Cape. The municipality is looking for the services of vibrant, committed and suitably qualified individuals to fill the following position:

**NOTICE: 94/2024/2025
INTERNAL/EXTERNAL ADVERTISEMENT
FIXED TERM CONTRACT
(The Head Office is based in Burgersdorp)**

**POSITION: PERSONAL ASSISTANT: OFFICE OF THE MAYOR
TASK GRADE 07
TOTAL ALL INCLUSIVE REMUNERATION PACKAGE: R255 824, 42 per annum**

This is a fixed term contract linked to the term of office of the Mayor and will end not later than 30 days after the Mayor vacates the office, in line with clause 21(1)(b) of the Local Government Municipal Staff Regulations.

REQUIREMENTS:

- Grade 12 • National Diploma in Office Administration • At least two (2) years' relevant working experience • Computer Literacy – Office Applications

DUTIES:

- Operating the filing system for the Mayor's office by complying with all legislative issues and requirements as dictated by the Archives Act, so as to ensure the correct storage and retrieval of data.
- Obtaining information required through various means, such as e-mail; internet; departments; reports and the like, so that the Mayor is able to utilize this information successfully in the required situations
- Maintaining inventories of all stock items within the section, relating both to stationery and refreshments, by monitoring stock levels and ordering timeously to ensure no unnecessary delays/inability to function are experienced
- Processing all incoming and outgoing mail, by completing the required register and by detailing to whom the correspondence must be sent to, in line with directives for execution and obtaining feedback.
- Updating files inserting current and relevant information and seeking approval on the destruction of old or outdated correspondence/ documentation.
- Retrieving supporting documentation and records to facilitate and support query resolution.

- Operating the filing system for the Mayor's office by complying with all legislative issues and requirements as dictated by the Archives Act, so as to ensure the correct storage and retrieval of data.

The Walter Sisulu Local Municipality is an equal opportunity employer and subscribes to the principles of the Employment Equity Act; (Act 55 of 1998). It is a Grade 2 Local Authority. The following normal fringe benefits are applicable to the above-mentioned positions: Vacation Leave, Sick Leave and Family Responsibility Leave. The total all inclusive remuneration package stated above may be structured to enable contributions to the pension/ provident fund, 13th cheque, medical aid, etc.

Kindly submit detailed Curriculum Vitae with certified and valid copies of qualifications and any other relevant documents. Failure to comply with these requirements shall disqualify an applicant. Correspondence will only be entered into with shortlisted candidates. Should you not receive any response within one (1) month after the closing date, please accept that your application was not successful. Application forms are obtainable from the website (www.wslm.gov.za) or Switchboard / Reception at the following number 051 633 2441/ 051 653 1819 or enquiries can be made with Mr. Siphso Sontashe, Manager Human Resources @ 051 6531777.

Walter Sisulu Local Municipality is under no obligation to fill the position after the advertisement thereof.

CLOSING DATE: 05 JUNE 2025

Applications together with your CV's must be addressed to:

Attention: Human Resources Office
The Municipal Manager
Walter Sisulu Local Municipality
01 Jan Greyling Street
BURGERSDORP
9744



KAYALETU GASHI
MUNICIPAL MANAGER

15	5	2025
DATE		