



# HANTAM MUNISIPALITEIT

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**REF NO. MM: PA – BM (02-2023/2024)**

Hantam Municipality, based in Calvinia, currently has the following vacancy, and applications are awaited from competent individuals who meet the set minimum job requirements. Prescribed application forms are available at the offices and on the website ([www.hantam.gov.za](http://www.hantam.gov.za)) of Hantam Municipality. Hantam Municipality is an equal opportunity employer and respects the provisions of the Employment Equity Act.

**PERSONAL ASSISTANT: OFFICE OF THE MAYOR**  
**(CONTRACT IS LINKED TO THE TERM OF THE MAYOR)**

**Requirements:**

To meet the requirements of the post, you must have the following:

- Grade 12
- 3 Years relevant experience
- Computer literate (MS Word/ Excel/ PowerPoint/ Outlook)
- Fluent in two of the three official languages in the Northern Cape
- Attention to detail
- Professional reception and telephone skills
- Good administration and reporting skills
- Protocol and business ethics
- Good communication skills
- Must be able to handle conflict
- High level of responsibility and must be able to work under pressure
- Time management
- Sound minute taking
- Good interpersonal skills
- Must be willing to work after hours

**Key Performance:**

- Management Information Functions: Administration Support and Recordkeeping
- Strategic Office Support
- General Office Support: Receptionist/Telephonist Functions
- Word Processing Duties- Performs tasks associated with the provision of computing and related office support to the Mayor /councillors
- Mayor's Events/Functions and VIP Reception
- Project Co-Ordination and Implementation- Assist with the execution of identified social projects and programmes and monitors application and outcomes

**LOCATION:** Calvinia  
**SALARY:** 1<sup>st</sup> notch of Task Level-07 (R14 729-00p.m)  
**CLOSING DATE:** Friday, 24 November 2023

Certified copies not older than 6 months of your Identity Document, Qualifications, Certificates, as well as a complete CV, must accompany your application form. If you do not receive any feedback from the Municipality within 3 weeks after the closing date, you can accept that your application was unsuccessful.

**Take Note:**

- Only shortlisted candidates will be contacted.
- No late applications will be considered.
- E-mailed applications will be accepted.
- Recruitment with Councillors and / or any member of the appointment committee and / or any staff member of the Hantam Municipality, is inadmissible and will disqualify applicants immediately.
- Please utilize the correct application form as provided per website.

**Applications can be directed to the Acting Municipal Manager at the address below:**

Mr. T. Tlhoale  
Tel: 027-341 8500  
Fax: 027-341 8501  
E-mail: [records@hantam.gov.za](mailto:records@hantam.gov.za)

Hantam Municipality  
20 Dr Nelson Mandela Drive  
Private Bag X14  
Calvinia, 8190

**Enquiries can be directed to:**

Head of Corporate Services  
Ms. E. de Wet: [edewet@hantam.gov.za](mailto:edewet@hantam.gov.za)

- Hantam Municipality reserves the right not to make an appointment.