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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

## **PERMANENT POSITION** **Personal Assistant**

### **APPLICATION REQUIREMENTS**

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

### **DISCLAIMER**

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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## PERSONAL ASSISTANT

<b><u>DEPARTMENT:</u></b>	Citizen Relationship and Urban Management (CRUM)
<b><u>BRANCH:</u></b>	<b>Office of the Group Head (GH)</b>
<b><u>DESIGNATION:</u></b>	<b>Personal Assistant</b>
<b><u>REMUNERATION:</u></b>	R25 422,17 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	Traduna House, Braamfontein

### **Minimum Requirements:**

- Grade 12 plus Diploma in Business Management/Administration or similar and/or relevant qualification at NQF level 6;
- 1 - 3 years relevant experience at a senior secretarial level within a government environment;
- Experience in administration and documentation required.

### **Primary Function:**

**Provide full executive support to the Group Head. Render an efficient and effective administration function, stakeholder management and liaison service in the Office of the Group Head, by establishing, developing, and maintaining relationships with all stakeholders to the department and general management of the office.**

### **Key Performance Areas:**


- Assist in preparing the Group Head for meetings, minute taking, and the implementation of decisions taken at meetings to ensure that the responsibilities of the Office of the GH are followed through and completed within required standards and deadlines;
- Provide administrative and secretarial support to ensure adequate support is made available to enable the accomplishment of specific administrative reporting deadlines;
- Maintain information record-keeping;
- Effectively liaise and support the GH in ensuring qualitative communication, and service delivery and enabling the GH to achieve the said political objectives;
- Manage all Group Head meetings and related logistics;
- Provide sound logistical planning and events management services in conjunction with the Regional Senior Secretaries.


### **Leading Competencies:**

- Computer literacy including MS Office Applications;
- Good administrative, attention to detail, and problem-solving skills;
- Project Management skills and Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.



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### **Core Competencies:**

- Basic knowledge of local government;
- Knowledge of related policies and legislation governing the distribution functions;
- Knowledge of the City's strategic business planning and performance management processes;
- Knowledge of general administration and procurement processes;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

***"All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability."***

**Please take note that only online applications will be considered. Please apply by using the following link below:**

[https://share-eu1.hsforms.com/1PyPtgsnjR\\_iNVVAjTrVQlwew554](https://share-eu1.hsforms.com/1PyPtgsnjR_iNVVAjTrVQlwew554)

**APPLY ONLINE VIA THIS LINK: [www.joburg.org.za](http://www.joburg.org.za)**

### **ENQUIRIES ONLY:**

**Contact Person:** Annelise Botha

**Tel No:** 011 021 8936

**CLOSING DATE: FRIDAY, 05 APRIL 2024**

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check,
- Identity validation.