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AN EXCITING CAREER OPPORTUNITY OFFERED BY THE CITY OF JOBURG:

FIXED-TERM PERFORMANCE BASED CONTRACT
(Linked to Political Term of Office)
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

Department: Private Office of the Executive Mayor (POEM)
Branch: Various MMC Offices
Designation: Personal Assistant
Remuneration: R461 525,52 pa (all-inclusive cost to company)
Location: Old Mutual Building, 25 Helen Joseph str, Johannesburg CBD

Minimum Requirements:

- Matric/Grade 12;
- Secretarial and/or Administration Diploma or similar and/or relevant qualification at NQF level 6;
- 1 - 3 years' experience operating at a Senior Secretarial level within government environment;
- Experience in administration and document management;
- Computer Literacy in MS Office and Internet;
- High degree of interpersonal skills to interact with all levels of staff, the public and Councillors.

Primary Function:

Provide assistance to the Member of Mayoral Committee (MMC) in all administrative activities. Assist in preparing for meetings, minute taking, and the implementation of decisions taken at meetings to ensure that the responsibilities of the Office of the MMC is followed through and completed within required standards and deadlines.

Key Performance Areas:

- Provide assistance to the MMC in terms of logistics and recording of meeting outcomes;
- Assist in preparing for meetings, minute taking and the implementation of decisions taken at meetings to ensure that the responsibilities of the Office of the MMC are followed through and completed within required standards and deadlines;
- Ensure diary management of the MMC;
- Provide office support and administrative office assistance;
- Manage internal liaison services from both the administration, political and stakeholder areas;
- Provide assistance with ad-hoc functions/events.

Leading Competencies:

- Teamwork, Accountability and Ability to work under pressure.

Core Competencies:

- High level of confidentiality;
- Attention to detail;
- Initiative;



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- Professionalism;
- Sound judgement;
- Work independently and under pressure;
- Multi-skilled on range of roles applicable to the position.

“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/1Lo2uVQUdT1WT7WVrF42P4Qew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 075 1627

CLOSING DATE: WEDNESDAY, 17 JANUARY 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.