



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

PERSONAL ASSISTANT FIXED-TERM PERFORMANCE-BASED CONTRACT POSITION (Linked to term of Political Office)

2. DEPARTMENT:	Legislature
BRANCH:	Office of the Chief Whip
DESIGNATION:	Personal Assistant
REMUNERATION:	R417 426.17 pa (all-inclusive cost to company)
LOCATION:	158 Civic Boulevard, Metro Centre, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4 is required;
- Diploma (NQF level 6) in Business Management / Administration;
- 1 - 3 years' relevant experience in a more junior secretarial or administrative role.
- 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.
- Computer Literacy.
- Must have a valid driver's license.

Primary Function:

Provide general administrative support to the Chief Whip of council and Whippery as the whole. Provide a high-level reception service to the dignitaries and special guest for the Chief Whip of council.

Key Performance Areas:

- Provide sound management of the administration in the office of the Chief Whip of council.
- Render effective project administration for all critical projects in the Office of the Chief Whip of Council (CWOC).
- Manage all CWOC meetings for related logistics.
- Provide effective dairy management for the CWOC;
- Provide sound logistical planning and events management service in conjunction with the Senior Secretary.

Leading Competencies:

- Attention to detail;
- Ability to work under pressure.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

Core Competencies:

- Good Administrative Skills;
- Interpersonal Skills
- Problem solving skills
- Good Planning and Organising skills
- Good Project Management Skills
- Good Coordinating skills
- Good Communication (verbal and written) skills;
- Good time Management skills;

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

ENQUIRIES ONLY:

Contact Person: Sharon Gardner/Violet Sidaki
Tel No: 011 407 6294/6814

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

https://share.hsforms.com/12F_bfO_uT3iJQY8w4t7N5Q469t

APPLY ONLINE VIA: www.joburg.org.za

CLOSING DATE: WEDNESDAY, 11 MAY 2022

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