

Ubuntu Municipality



**NOTICE NUMBER: 01/2026**

**DIRECTORATE: OFFICE OF THE MAYOR**

**PERSONAL ASSISTANT (X1 POSITION)**

Ubuntu Local Municipality with its headquarters in Victoria West, invites suitable qualified candidates to apply for the above-mentioned position. The Municipality is an equal opportunity, affirmative action employer, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

**REMUNERATION: T 7 (R 213 579 – R 277 224) per annum**

**ALL INCLUSIVE PACKAGE**

**DURATION: APPOINTMENT IS ATTACHED TO THE TERM OF OFFICE OF THE MAYOR**

**MINIMUM REQUIREMENTS:**

- Grade 12
- Computer Literacy MS Office
- 2-5 years relevant experience

**KNOWLEDGE AND SCOPE OF WORK**

- Performs complex administrative functions which requires specialised knowledge
- and operates under limited supervision.

**KEY PERFORMANCE AREAS**

- Manage the office, diary and logistical arrangement in the office of the Mayor.
- Managing all incoming and outgoing correspondence, including the prioritising and referring of correspondence to relevant departments locally, provincially and nationally on behalf of the Mayor.
- Receive and screen all telephone calls within the Mayor's Office, as and when required.
- Develop and maintain a comprehensive filing system for the Mayor's office.
- Coordinate all travelling and accommodation arrangements for the Mayor.
- Manage procurement of goods and services for the office of the Mayor.
- Facilitate and coordinate activities between Councillors, the Municipal Manager, as well as other relevant internal and external stakeholders.
- Arrange and coordinate meetings, workshops and events.
- Liaise with internal and external stakeholders on matters of service delivery and political mandates.

- Assist the Mayor and Senior Managers to manage and monitor outputs, workflow and office deadlines.

**COMPETENCIES**

The competency level of this position is level 2 as stipulated in Annexure A of the Municipal Staff Regulations notice nr 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

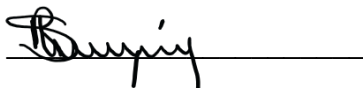
CORE COMPETENCIES	FUNCTIONAL COMPETENCIES	PUBLIC SERVICES ORIENTATION COMPETENCIES	PERSONAL COMPETENCIES	MANAGEMENT /LEADERSHIP COMPETENCIES
1.Written communication 2.Oral Communication 3.Attention to detail 4. Influencing 5.Ethics and Professionalism 6. Organisational Awareness 7.Problem Solving 8. Planning and organising	1.Business Processes 2.Use of Technology 3.Data processing and Analysis	1.Interperson Relationships 2.Communication 3.Services Delivery Orientation 4.Client Orientation and Customer Focus	1.Action Orientation 2.Resilience 3.Change Readiness 4. Cognitive ability 5.Learning Orientation	1.Impact and Influence 2.Team Orientation 3.Direction Setting 4.Coaching and Mentoring

**PLEASE NOTE:** Applications can be emailed to [recruitment@ubuntu.gov.za](mailto:recruitment@ubuntu.gov.za). A covering letter clearly stating the position you are applying for; certified copies of academic qualifications and a copy of your CV must be accompanying your application.

Interested persons are requested to forward a comprehensive Curriculum Vitae together with certified copies of qualifications to the Municipal Manager, Ubuntu Local Municipality, 78 Church Street, Victoria West, 7070.

**CLOSING DATE:** 27<sup>th</sup> February 2026

- ❖ Canvassing for appointment will automatically be disqualified
- ❖ If no reply to your application has been received within thirty (30) days of the closing date, you should consider your application as being unsuccessful
- ❖ No applications will be considered without certified copies of the original documents
- ❖ Correspondence will be limited to short-listed candidates



**Mr. R SHUPING**  
**ACTING: MUNICIPAL MANAGER**