



KAROO HOOGLAND MUNISIPALITEIT

'n Amalgamasie van Fraserburg, Sutherland, Williston & omliggende landelike gebiede

VAKATURE	PERSONAL ASSISTANT – MAYOR
Verw. Nr	HR 018/2026

“The following vacancy currently exists on the Municipality’s approved staff establishment, and suitably qualified candidates are hereby invited to apply.”

Job Title	Salary	Organogram	Office	Term
1. Personal Assistant - Mayor	T7 (16 407.31 pm)	Political Office	Fraserburg	Linked to Position holder

Besonderhede van vakature:

MINIMUM REQUIREMENTS	DUTIES
Qualification: Grade 12 and Computer Literacy: MS Office Experience: 5 - 8 years’ relevant experience Skills: Proficiency in at least Afrikaans and English	- Scheduling and planning of diary/activities - Executive events/functions and VIP reception - Administration and secretarial support - Information recordkeeping - Reception and telephonist functions - Word processing duties

The competency level for this position is a level 3 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No.890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
- Written Communication - Oral Communication - Attention to Detail - Influencing - Ethics and Professionalism - Organizational Awareness - Problem Solving - Planning and Organising	- Business processes - Use of Technology - Data processing & Analysis	- Interpersonal Relationships - Communication - Service Delivery Orientation - Client Orientation & Customer focus	- Action orientation - Resilience - Change Readiness - Cognitive ability - Learning orientation	- Impact and Influence - Team Orientation - Direction Setting - Coaching & Mentoring

HOW TO APPLY:

Applications on the Municipality's official application form (available at all municipal offices or on the KHM website), accompanied by the KHM consent form, a comprehensive CV, and originally certified copies of your ID document and academic qualifications, may be submitted by hand and must be addressed to:

The Municipal Manager

Mr. J Jonkers

P.O. Box 165

Williston

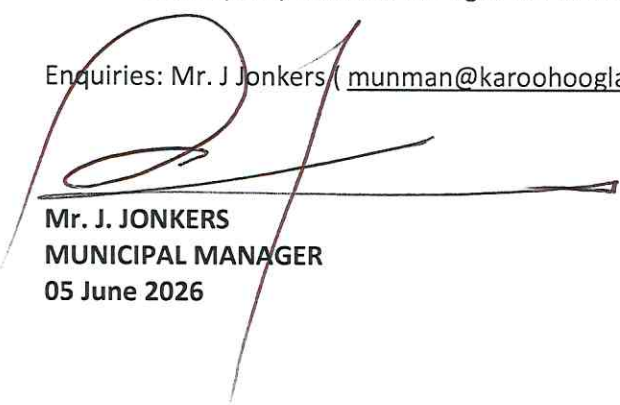
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Please clearly mark the envelope **"APPLICATION FOR VACANT POST"** and submit it at *your local KHM Office to Ms. Bezuidenhout (Williston), Ms. Mbenyane (Sutherland), or Ms. Messias (Fraserburg), or alternatively submit via email to recruitment@karoohoogland.gov.za.*

- Applicants who submit their applications at a local KHM Office must ensure that the application receipt register is completed and signed.
- Candidates are required to grant permission for the verification of their qualifications and references by completing the KHM consent form (available on the KHM website and at municipal offices).
- Applicants who do not meet the minimum qualification, experience, and competency requirements will not be considered.
- Applications that do not include the official KHM application form, consent form, comprehensive CV, and certified copies of ID and academic qualifications, as well as late applications, will not be considered.
- Please note that if no response is received within six (6) weeks from the closing date, applicants should regard their application as unsuccessful.
- Appointment will be made in accordance with the principles of Employment Equity, and the Municipality reserves the right not to make an appointment.

Enquiries: Mr. J Jonkers (munman@karoohoogland.gov.za)

Closing Date: 12 June 2026



Mr. J. JONKERS
MUNICIPAL MANAGER
05 June 2026