



## MUNICIPAL DEMARCATION BOARD

304 Orient Street, Arcadia, 0083  
Private Bag X28, Hatfield, 0028  
[www.demarcation.org.za](http://www.demarcation.org.za)  
Phone: 012-342 2481  
Fax: 012-342 2480

### **ADMINISTRATIVE ASSISTANT : OPERATIONS AND RESEARCH**

**An all inclusive remuneration package is offered  
between R219 506 – R258,572 per annum**

### **THREE YEAR CONTRACT**

In terms of Section 33 of Local Government Municipal Demarcation Act, 1998 (Act No. 27 of 1998) an efficient and effective administration must be developed to support the Municipal Demarcation Board in performing its functions. Suitably qualified and experienced persons are invited to apply for the above mentioned position. The incumbent will report to the Executive Manager: Operations and Research of the Board.

The incumbent will be responsible for the following key performance and results areas:-

1. Assist with project implementation in the Operations and Research Business Unit.
2. Update, review and ensure accuracy of the Executive Manager: Research and Operations diary on a daily basis.
3. Assist with the preparation of the monthly and quarterly reports in respect of the Cluster.
4. Be responsible for the timeous recording and completion of the minutes of all meetings pertaining to the Business Unit : Operations and Research.
5. Assist with the implementation of audit recommendations where applicable.
6. Oversee catering requirements for meetings pertaining to the Business Unit : Operations and Research.
7. Monitor inventory and stock and ensure that replenishment of stock and inventory is done timeously.
8. Maintain an inventory and stock register on a consistent and accurate basis.
9. Drive specific tasks as mandated by the Executive Manager: Operations and Research, as and when required.

**Minimum requirements:** A diploma in Secretarial Services and a minimum of 2 years experience as an Administrative Assistant.

CORE COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
<ul style="list-style-type: none"> <li>• Applicable legislation: Municipal Demarcation Board Act (1998)</li> <li>• MS Office Suite</li> <li>• Supply chain management policies, procedures, processes and practices</li> <li>• Other applicable legislations</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced computer literacy</li> <li>• Interpersonal and people management skills</li> <li>• Negotiation and conflict management skills</li> <li>• Ability to manage complex and diverse projects</li> <li>• Ability to interact with and engage multiple stakeholders with very strong and diverse views</li> <li>• Ability to work independently</li> <li>• Managing resources effectively</li> <li>• Ability to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Customer focused</li> <li>• Decisive</li> <li>• Results oriented</li> <li>• Attention to detail</li> <li>• Honesty and integrity</li> <li>• Accountability and ethical conduct</li> </ul>

**Note:** The Municipal Demarcation Board is situated in Arcadia, Pretoria. Disclosure of financial interests in accordance with prescribed regulations will be required.

**Closing date:** 20 March 2013. Late applications will not be considered.

For more information please visit: [www.demarcation.org.za](http://www.demarcation.org.za)

If you have not heard from the MDB within two months of the closing date, please accept that your application has been unsuccessful.

Interested persons are invited to submit their CV's to:

Ms. Tebogo Mampa

Private Bag X28

Hatfield

**PRETORIA** 0028 **or** e-mail: [tebogo@demarcation.org.za](mailto:tebogo@demarcation.org.za) **or** Fax: 012 – 342 2480