

CAREER / OPPORTUNITY



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

Garden Route District Municipality is fully committed to Employment Equity.

Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation

Applicants are invited for the following vacancy in the Office of the Municipal Manager.

RE-ADVERTISEMENT EXECUTIVE PERSONAL ASSISTANT TO THE MUNICIPAL MANAGER (GARDEN ROUTE DISTRICT MUNICIPALITY- GEORGE)

Salary: R 246 977,28 - R 320 600,40 per annum (T11)

Minimum requirements:

- Grade 12, Secretarial course and/or Secretarial Diploma
- Fully computer literate (Ms office, Outlook and Collaborator)
- 3-6 years' experience as a Personal Assistant to a Manager
- Experience in office management.

Experience in Local Government will be an advantage.

Duties:

- Ensure Effective management of the office and other relevant activities.
- Scheduling and organising internal and external meetings including preparation and co-ordination of appropriate agendas, minutes, venues, equipment, refreshments etc.
- Coordinating the Municipal Manager's diary and appointments.
- Monitoring and managing e-mail and collaborator of Municipal Manager in his absence.
- Drafting/ typing items on behalf of the Municipal Manager for Mayco/Council meetings.
- Efficiently managing and promptly responding to all incoming enquiries/requests for information independently or redirect to appropriate person.
- Following up customer care and service delivery deficiencies on own initiative, co-ordinating feedback to customers on own initiative; evaluating need for intervention by Municipal Manager.
- Maintain portfolio of evidence for KPI's of Annual Performance Evaluation of Municipal Manager.

Note (s):

- *Preference will be given to candidates residing in the Garden Route District Municipal area.*
- *Applicants should confirm their employment history by submitting the following supporting documentation:*
- *Qualifications (Degree/Diploma)*
- *Identity Document (SA);*
- *Any other applicable documentation required.*
- *Candidates must be willing to be subjected to practical/proficiency testing.*
- *Candidates must be willing to be subjected to a criminal record check.*
- *Your application will also be subjected to references from your previous or current employers.*
- ***No late, faxed or emailed applications will be accepted.***

Probation period: 6 months

Benefits:

- Subsidised housing-, medical-, pension- and group insurance schemes.
- Optional membership of major medical expenses plan.
- Generous vacation and sick leave benefits, plus a bonus equivalent to one month's salary.
- Five day working week.
- Furniture removal cost is payable by Council, subject to certain conditions.

Application forms and further information:

Please forward a completed application form with a comprehensive Curriculum Vitae, accompanied by an original certified copy of your Identity Document and relevant qualifications to: Garden Route District Municipality, Registration Section, 54 York Street or P.O. Box 12, George, 6530. The application forms are available at the offices of Garden Route District Municipality or visit our website at www.gardenroute.gov.za. For enquiries, contact Ms Amanda Booyens in Human Resources on 044 803 1389/ 1388/1413.

Only shortlisted candidates will be contacted. Should candidates not be contacted within two months after the closing date, they may accept their application as unsuccessful.

The Garden Route District Municipality reserves the right not to make or confirm an appointment on posts.

Closing date: Friday, 12 July 2019 before 13:30
Notice no: 84/2019

