

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.

Applications are invited for the following vacancy in the Roads and Transport Services Department.

PERSONAL ASSISTANT TO THE EXECUTIVE MANAGER: ROADS SERVICES (GEORGE)

Salary: R 210 255,72 – R 272 915,76 per annum (T9)

Minimum requirements:

- Grade 12
- Relevant Tertiary Qualification NQF 5
- Driver's License
- Fully Computer literate (MS Office, Outlook)
- Language proficiency in at least two of the three official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa).

Duties:

- Provide personal assistance and administrative services to the office of the Executive Manager: Roads Services as well as the Department.
- To act as liaison between the management, staff, councillors and members of the public, Provincial and National Department of Transport and Consultants.
- Scheduling and Planning Executive diary for Meetings/Events/Workshops.
- SDBIP/Compilation of Portfolio of Evidence of the Executive Manager: Roads Services
- Time and Attendance of Staff
- Asset Management
- Reception of Internal/External stakeholders
- Handling of all incoming and Outgoing post from the office of The Executive Manager: Roads Services
- Provides typing and processing of all documents of the office of the Manager: Roads Services Department.
- General Administration functions such as travel and accommodation, faxes and photocopies,
- Supervision over typist/clerk and give instructions to ensure that typing is of a high quality and standard.

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 or faxed 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 or email to info@gardenroute.gov.za. 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 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: Monday, 10 May 2021 before 16:30

Notice no: 38/2021

**MG STRATU
MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply.