

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 Office of The Executive Mayor.

**MANAGER: SUPPORT STAFF
OFFICE OF THE MAYOR
(GEORGE)**

Period of appointment:

The contract period will be equal to the term of office of the current political office bearer.

Total remuneration package negotiable:

R499 062.60– R647 815.63 per annum (T15)

Minimum Requirements:

- Relevant tertiary qualification (NQF 7) or 10 years' experience in local government preferably in political office
- Computer Literacy
- Valid Code B driver's license
- Minimum competency training as required for Senior Managers (18 month grace period to obtain from date of employment as per Municipal Regulations on Minimum Competency Levels)
- At least 5 years relevant experience and proven track record of effectively interacting with senior management
- Good human relations, interpersonal and communication skills
- Accuracy and ability to give attention to detail
- High degree of confidentiality and responsibility
- Ability to work under pressure and deal with conflict situation
- Strategic management and organizational skills
- Good telephonic etiquette

Duties will include:

- Perform specific tasks/activities associated with the provision of administrative support
- Financial control, budget and risk management
- Project co-ordination and implementation
- Mayoral events/functions and VIP Reception
- Communication application-performs tasks/activities associated with production of activity related to printed publications, information updating and monitoring.
- Management of personnel in the office of the Executive Mayor

Note (s):

- 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.**

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, 04 April 2022

Notice no: 32/2022

**L MENZE
ACTING MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply.