

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.

**PERSONAL ASSISTANT: DEPUTY EXECUTIVE MAYOR
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

Salary: R 245 012.28 – R 318 024.60 per annum (T10)

Minimum Requirements:

- Grade 12 with an appropriate Secretarial qualification.
- At least three years administration or secretarial experience.
- Language Proficiency in at least two of the three official languages of the Western Cape (Afrikaans and/or English and/or Xhosa).
- Computer literacy and MS Office
- Code B drivers licence
- The candidate must be willing to work after hours

Duties will include:

- Personal Assistant Support
- Secretarial Service
- Front Office and Reception Duties
- Administrative Responsibilities
- Ensure that all projects initiated by the Deputy Mayor is successfully completed and reported to Council.
- To ensure that the involvement of the Deputy Mayor is supported by efficient arrangements and office support.
- To ensure that a positive channel of communication is established and maintained.
- Liaise with the Mayor on the costing of events and provide input for budget purpose

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.***

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:30/2022

**L MENZE
ACTING MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply.