

# 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: 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 effective liaison between the Mayor's Office, Senior Management of the municipality/ public / other municipalities on matters requiring the attention of the Mayor
- 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](mailto: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](http://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:** 29/2022

**L MENZE  
ACTING MUNICIPAL MANAGER**



**Candidates with disabilities are encouraged to apply.**