

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 & TRANSPORT PLANNING SERVICES
(GEORGE)**

Salary: R 228 277.80 – R 293 306.68 per annum per annum (T9)

Minimum requirements:

- Appropriate tertiary qualification / Diploma in Office Management /or +- 5 years in an executive environment
- +- 2 years in an executive environment
- Language proficiency in at least two of the three official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa).

Duties:

- Responsible for effective & efficient performance of administrative duties within the department.
- Manage all Executive Manager meeting request via -email to relevant attendees.
- Compile annual planning and scheduling of section heads meeting.
- Internal Stakeholders liaison with regards to scheduling of meetings/co-ordination.
- Liaise with managers and staff within the Roads Services Department with regards to scheduling of meetings
- Schedule and Planning of Executive diary for meetings/events/workshops
- Schedule and organising internal and external meetings including preparation of appropriate agendas, Minutes, venues, equipment, refreshments, etc
- SDBIP/compilation of portfolio of evidence of the Executive Manager.
- Compilation of time and attendance registers of the department.
- Ensure all attendance registers are submitted on a weekly basis to the office of the manager: Roads Services
- Submit the HOD's outstanding leave application on ESS and make sure it is updated.
- Manage the assets allocated to the Office of the Manager Roads Services/HOD and the secretary of the Roads Services.
- Reception of internal and external stakeholders
- Handling of all incoming and outgoing post from the office of the Executive Manager: Roads Services
- Provides typing and processing all documentation of the office of the Manager: Roads Services
- Manage all telephone enquiries to provide an efficient support service to the executive Manager: Roads Services
- General administrative functions
- Ordering of stationary and other operating items
- Coordinate activities and procedures associated with immediate supervision and monitoring of personnel.

Competencies Requirements

- Operation monitoring
- Quality control Analysis
- Operation and control
- Troubleshooting
- Workplace safety
- Planning and Organising
- Vehicle safety
- Learning Orientation
- Quality Orientation
- Interpersonal Relationship
- Communication
- Service Delivery
- Action orientation
- Resilience
- Ethics and Accountability
- Impact and influence
- Team Orientation

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.**

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.

Applying process and further information:

Please apply by completing your online profile on the eRecruitment Portal. The eRecruitment System is available on the Garden Route District Municipality website at www.gardenroute.gov.za/jobs/apply_for_job/Option1: E-recruitment_website/ register_or_log_on. Please upload or attach a copy of your Curriculum Vitae, certified copy of your Identity Document and relevant qualifications (Certified within the last 3 months).

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: 07 July 2023 before 13:30

Notice no: 71/2023

**MG STRATU
MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply.