

CAREER OPPORTUNITY

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Garden Route District Municipality is situated in George and serves the people in the Southern Cape and Little Karoo. Garden Route District Municipality seeks to achieve the integrated, sustainable, and equitable socio-economic development of its area as a whole by: • Ensuring integrated development planning; Promoting bulk infrastructure development • Building the capacity of local municipalities in its area to perform their functions and exercise their powers where such capacity is lacking • Promoting the equitable distribution of resources between local municipalities in its area to ensure appropriate levels of municipal services.

Applications are invited for the following vacancy in the Office of the Deputy Executive Mayor.

PERSONAL ASSISTANT TO THE DEPUTY EXECUTIVE MAYOR

(George), Fixed-Term Contract

Period of appointment:

The contract period will be equal or linked to the term of office of the current Political Office Bearer.

Total remuneration package:

R270 900 – R351 624 per annum (Package will be determined on a CTC basis)

Minimum Requirements:

- Grade 12
- Relevant Office Administration and/or Secretarial qualification.
- 2-3 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 driver's licence
- The candidate must be willing to work after-hours

Competencies:

- Sound written and oral communication
- Ability to deal with conflict
- Strong planning and organising skills
- Attention to detail
- Good Interpersonal relationship skills to work with people inside and outside of the Municipality
- Professionalism and ethical behaviour

Duties will include:

- Personal assistant support; Secretarial service, administrative responsibilities;
- Front office and reception duties;
- Ensure effective liaison between the Deputy Executive Mayor's Office, Executive Mayor's Office, and Senior Management of the municipality/ public / other municipalities on matters requiring the attention of the Deputy Executive Mayor;

- Liaise with the Deputy Executive Mayor on the costing of events and provide input for budget purposes

Note(s):

- Garden Route District Municipality is 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
- 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 apply by completing your online profile on the e-Recruitment Portal. The e-Recruitment 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 Loyiso Shoto at Human Resources on 044 803 1373/ 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: Thursday, 11 September 2025, at 16:30

Notice no: 78 /2025



Candidates with disabilities are encouraged to apply.

**M G STRATU
MUNICIPAL MANAGER**