

KNYSNA MUNICIPALITY



Knysna

Municipality • Munisipaliteit • uMasipala
INCLUSIVE. INNOVATIVE. INSPIRED.

Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:

PERSONAL ASSISTANT TO THE EXECUTIVE MAYOR ADMINISTRATION SERVICES DIRECTORATE: CORPORATE SERVICES

TASK LEVEL: 9

R 190 368 to R 247 128 (Basic Salary)

R 305 302 to R 378 613 (Cost to company)

**This is a fixed term contract position linked to the term of the Executive Mayor
Applicable Municipal benefits will apply.**

MINIMUM REQUIREMENTS:

National Diploma- Secretarial or equivalent
Valid driver's licence
At least 3 years' relevant experience
Computer literacy (MS Office applications)
Understanding of South African politics
Ability to function in a political and community environment
Typing and report writing
Time management and planning skills
Proficiency in at least 2 of the official languages of the Western Cape (read, write & speak)
Good human relations, interpersonal and communication skills
Ability to give attention to detail
High level of responsibility
Ability to work under pressure
Ability to deal with conflict situations
Ability to maintain confidentiality
Good telephone etiquette
Should at all times be available and willing to work long hours

KEY PERFORMANCE AREAS:

- Provide day-to-day administrative and general secretarial support to the Executive Mayor
- Maintain the Executive Mayor's calendar
- First line screening of visitors
- Handling of requests and facilitating appropriate responses from officials
- Answering calls, identifying the nature and priority of the issue, taking proactive actions
- Maintain the Executive Mayor's confidential files
- Liaising with departments to coordinate statutory reports such as Financial Statements, SDBIP & Annual Report and the submission of reports to Council as required by law and policy
- Preparation of agendas for the Executive Mayor and the distribution thereof to relevant parties
- Preparation of PowerPoint presentations
- Drafting of minutes when required
- To develop and maintain mechanism and register to monitor the implementation of the decisions, resolutions and action plans of the Mayoral Committee and to report to the Executive Mayor in this regard
- To provide support and advise to the Executive Mayor on political issues and strategies
- Complete political questionnaires and reports
- Act as liaison between the Executive Mayor and all other Councillors
- Working and liaising with the Head Committee & Council Support in the compilation, management and monitoring of the Budget for the Office of the Executive Mayor
- Working and liaising with the Communications Department in preparation of newsletters, media releases and press queries
- The production of official speeches for the Mayor and full time councillors including research, fact checking and editing
- Perusing official Council & Committee Agendas
- Guide and co-ordinate IGR and protocol related action
- Accompanying the Executive Mayor on official events/ meetings

- Coordination of all travel arrangements
- Coordination of functions and events
- Develop relationships with inter-governmental departments
- Develop relationships with local businesses, clients, experts, and other stakeholders and maintain amicable routine communication
- To display initiative and creativity by providing and implementing unique solutions to complex problems and/or situations, including the design of more effective work methods and enhancing the efficiency of the general administration of the Council at large

All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an Coloured or Indian Female and African or Indian Male if a suitable candidate in that category can be identified.

DIRECTION TO CANDIDATES:

All applicants **MUST** complete a Knysna Municipality application form. Applications must be accompanied by a comprehensive CV with certified copies of qualifications (**not older than 3 months**), copies of training, experience, competency and previous employment record. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

Application forms are obtainable from Reception at the Main Municipal Offices in Clyde Street, Knysna and the Municipal website: www.knysna.gov.za. Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: vacancies@knysna.gov.za.

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.

CLOSING DATE: 8 AUGUST 2019

Dr SW VATALA

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.