

KNYSNA MUNICIPALITY



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

MANAGER: OFFICE OF THE POLITICAL BEARERS OFFICE OF THE MUNICIPAL MANAGER

Task Level: 14

R 403 248 to R 523 416 (Basic Salary)

R 587 530 to R 742 738 (Cost to company)

This is a fixed term contract position linked to the term of the Council

Applicable Municipal benefits will apply.

MINIMUM REQUIREMENTS:

Qualification in Public Administration/ Public Relations/ Law Degree or related field

Must have 5 years' experience in the Public Sector

Legal background

Ability to manage and advise Political Office Bearers when required to do so

Be willing and able to work long hours

Valid Code B Driver licence

Computer literate (MS Office applications)

Time management and planning skills

Effective communication in at least two of the Western Cape's official languages

Good human relations, interpersonal and communication skills

Ability to give attention to detail and a high level of responsibility

Ability to work under pressure and deal with conflict situations

Ability to maintain confidentiality

KEY PERFORMANCE AREAS:

- Manages and executes specific instructions and applies laid down procedures and protocol with respect to rendering and coordinating administrative and logistical support to the Executive Mayor & Mayoral Committee
- Coordinates and control procedural requirements pertaining to outreach programs and initiatives
- Disseminates information on outcomes, current developments, problems and constraints
- Co-ordinates and controls task/activities associated with controlling personnel performance, productivity and discipline
- Advise Political Office Bearers on legislative updates and legal requirements

All applications will be considered, but in terms of its Employment Equity Target, the Municipality would prefer to appoint an African, 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: 4 OCTOBER 2019

Dr SW VATALA

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.