

R533 Graskop Road.
Opp Mapulaneng DLTC
Bushbuckridge
Co-ordinates: 31°3'59.796" E 24°50'24.3304" S
Tel: 013 0650 983



Private bag x 9308
Bushbuckridge
1280
Email: info@bushbuckridge.gov.za
Website: www.bushbuckridge.gov.za

LOCAL ADVERTISEMENT

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the contract position of:

Post : Personal Assistant to the Executive Mayor (In line with term of councilors)
Directorate : Corporate Services
Remuneration : R 725 971.08
Centre : Head Office

REQUIREMENTS

- An appropriate three (3) years tertiary in Public Administration or equivalent
- Certificate in municipal governance will be an added advantage.
- Five years' experience in a political environment and at least two years in supervisory position
- Knowledge of relevant legislation
- Knowledge of protocol & political office support
- Ability to forge strong, supportive positive working relations in a matrix management environment.
- Effective communication, interpersonal, negotiation, facilitation, planning, organisational and conflict management skills
- Ability to work under pressure.
- Valid Driver's License

RESPONSIBILITIES

- Oversee the day-to-day administration of the Executive Mayor's office by ensuring correct timekeeping, maintaining appropriate discipline etc to ensure that the office functions in accordance with set standards.
- Plan and coordinate activities in the Office of the Executive Mayor
- Manage the Executive Mayor's diary & updating of the itinerary.
- Coordinate all mayoral programmes.
- Coordinate mayoral activities with the office of the Municipal Manager
- Coordinates the responses to community issues and ensuring that the affected directorates make the required inputs to the issues raised in the memorandum.
- Advise the Executive Mayor on matters of interest to the council and the mayor's office
- Liaise with institutional structures and external structures in support of the Executive Mayor's roles and responsibilities.
- Attends to various members of the public with queries relating to the municipality, refer them to specific departments or sometimes deal with the matter to maintain good relationship within the community.
- Organize and manage events hosted by the Office of the Executive Mayor
- Manage resources including finance, system, personnel, equipment, and other resources of the Executive Mayor's office.
- Facilitate key stakeholder consultation and involvement.

Application forms can be accessed from our website: www.bushbuckridge.gov.za or collected from Head Office (Bushbuckridge), including all our eleven (11) Regional Offices.

Interested candidates meeting the above requirements are invited to forward their comprehensive CVs, certified copies of Identity Document and qualifications to the following address:

The Municipal Manager OR
Bushbuckridge Local Municipality
Private Bag X 9308
BUSHBUCKRIDGE
1280

Hand delivery to office no 55(Registry)
R533 Graskop Road
Bushbuckridge

NB If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful.

Closing date : 06 April 2023