

**OFFICE OF THE MAYOR
EXTERNAL ADVERTISEMENT
EXECUTIVE SUPPORT OFFICER
BREDASDORP**



KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
U MASIPALA WASECAPE AGULHAS

(FIXED TERM CONTRACT: COUPLED TO THE TERM OF EXECUTIVE MAYOR)

REQUIREMENTS:

- Relevant tertiary qualification
- Valid Code B driving licence
- Computer literate (MS Office)
- Intimate knowledge of government and politics
- Excellent writing and verbal communication skills in at least two of the following three official Western Cape languages, Afrikaans, English and Xhosa
- Minimum of two years suitable experience

DUTIES:

- Responsible for Office management regarding to the officer of the Executive Mayor
- Communicating and interacting with international/national institutions, businesses, government representatives and society
- Writing speeches for Executive Mayor
- Act as Spokesperson for Executive Mayor and respond to media queries
- Co-ordination of functions and provides high level support service
- Undertake research to promote service delivery
- SDBIP management in the office of the Executive Mayor
- Compilation of reports, and press releases for the Executive Mayor's office
- Inter department communication
- Management of working processes within the office of the Executive Mayor
- Monitor the compliance of legal aspects and legislation related to the political office
- Updating of electronic complaint system and incoming documentation related to the office of the Executive Mayor
- Compiling and verifying strategic documentation and policies

Remuneration:

- Negotiable

CLOSING DATE: 13 JULY 2018

Application forms of Cape Agulhas Municipality are a prerequisite for consideration of an application irrespective of an accompanying CV. These forms can be obtained at the reception of the main building or via Mrs Janine Dixon-Kasira/Ms Zaber de Klerk, telephone number 028-4255500. Enquiries can be directed to Mr W Arendse at above-mentioned contact number during normal working hours. Only fully completed application forms with certified copies of qualifications, certificates, driver's licence (if required) and identity documents will be considered. If qualification certificates are not immediately available, an affidavit must be handed in as proof of qualification. Applications received by the human resources office after the closing date will not be considered. Candidates who have not been contacted by 31 August 2018 must consider their applications to be unsuccessful. No application forms, CV's and/or qualifications can be reclaimed from the municipality. The Council reserves the right not to make any appointment.

CAM is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.

DGI O'NEILL, Municipal Manager, Cape Agulhas Municipality, P O Box 51, Bredasdorp 7280