



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

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

**REQUIREMENTS:**

- Relevant tertiary qualification
- Valid Code B driving licence
- Computer literate (MS Office)
- 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 office 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: 21 JULY 2017**

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 – 425 5500. Enquiries can be directed to Mr Willem Arendse at afore 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 30 September 2017 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 regards would be appreciated.

**Dean O'Neill, Municipal Manager, Cape Agulhas Municipality, P.O.Box 51, Bredasdorp, 7280**