

KNYSNA MUNICIPALITY



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

EXECUTIVE ASSISTANT TO FULL TIME COUNCILLORS

DIRECTORATE: CORPORATE SERVICES

**A remuneration package of a basic salary between *R158 064 to R205 128* per annum (estimated Total Cost to Council Package of *R261 183 to R322 174* per annum – Terms and Conditions Apply) is offered on a fixed term contract ending 3 calendar months after the election of an Executive Mayoral Committee, by virtue of the 2021 Local Government Elections
Applicable Municipal benefits will apply.**

KEY PERFORMANCE AREAS:

- To provide day-to-day Administrative and general Secretarial support to the Executive Mayor, Speaker & four (4) Mayoral Committee Members (hereafter referred to as Full Time Councillors);
- Distribution of all e-mails in an accurate and timely manner;
- Maintain the calendars of all Full Time Councillors, including scheduling and setting up of meetings, appointments, conference calls, video conferencing;
- Answering & screening of calls, identifying the nature and priority of the issue, taking proactive actions to ensure appropriate response to issues;
- First line screening of visitors, handling of requests and facilitating appropriate responses from officials;
- To capture, distribute and monitor, via the complaints management system, all customer complaints directly submitted to the office of Full Time Councillors;
- Handling of requests for funding and donations from community organisations and individuals (where it relates to the office of the Executive Mayor);
- To arrange and co-ordinate corporate functions and events, including project management, budgets, logistical, catering and administrative support;
- To prepare and distribute agendas including the drafting of minutes when required;
- Take dictation and minutes and accurately enter data;
- Prepare and distribute relevant internal reports;
- To work closely with the Speaker & Public Participation Unit to develop proactive plans to support their business objectives, projects and programmes where it relates to the functions of Ward Committees;
- To liaise with key departments where it relates to the ward programmes of those Full Time Councillors who are also ward councillors;
- Make all travel & accommodation arrangements of the Full Time Councillors & Manager in the Office of the Executive Mayor;
- Handle all logistical support for the offices of the Full Time Councillors;
- Maintain confidentiality & exercise discretion and
- Perform any other lawful and reasonable administrative duties as requested by Full Time Councillors or the Manager in the Office of the Executive Mayor.

MINIMUM QUALIFICATIONS & EXPERIENCE

The ideal applicant must be in possession of a Grade 12 Certificate.

An appropriate tertiary qualification in administration or executive administrative assistant will be an added advantage
3 Years relevant Experience will be an added advantage.

Good Public Relation experience

Be able to work independently without supervision.

Full comprehension of office management systems and procedures

Excellent knowledge of MS Office

Exemplary planning and time management skills.

Ability to multitask and prioritize daily workload

Fluency in at least two (2) of the three (3) official languages spoken in the Western Cape (English, Afrikaans & isiXhosa).

Excellent written & verbal communications skills.

Valid Code EB Driver's License, if not, it must be obtained within 12 months

All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint an African, Coloured, Indian or White Female 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: knysna@knysna.gov.za.

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates.

CLOSING DATE: 25 January 2018

K CHETTY

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.