



BUSHBUCKRIDGE LOCAL MUNICIPALITY

Tel: 013 799 1835/45/51/57

Fax: 013 799 1865

Email: info@bushbuckridge.gov.za

Private Bag X 9308
Bushbuckridge
1280
R533 Graskop Road opp. Mapulaneng DLTC
Maviljan Region
Bushbuckridge

Website: www.bushbuckridge.gov.za

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

POST : **Personal Assistant to the Executive Mayor (5 five years fixed contract)**
Directorate : **Corporate Services**
REMUNERATION : **R513 189.76**
CENTRE : **Head Office**

REQUIREMENTS:

- National Diploma in public administration or relevant qualification
- Certificates in municipal governance as an added advantage
- Five years' experience in political environment and at least two (2) years in supervisory position
- Knowledge of relevant legislation
- Knowledge of protocol & political office support
- Excellent computer skills
- Effective communication, interpersonal, negotiation, facilitation and conflict management skills

RESPONSIBILITIES

- Plan & coordinate activities in the office of Mayor
- Manage Mayor's diary
- Coordinate all mayoral support programmes
- Coordinate mayoral activities with the office of the Municipal Manager
- Facilitate and implement administrative duties assigned to the office of the mayor
- Advise the mayor on matters of interest to the council and the mayor's office
- Liaise with institutional structures and external structures in support of the mayor's roles and responsibilities
- Manage resources allocated to the mayor's office
- Coordinate and supervise functions in the mayor's office
- Give admin support to the mayor and fulltime office bearers
- Organize and manage events hosted by the office of the mayor
- Manage resources including finance, administrations, system, personnel, equipment and other resources of the office mayor
- Facilitate key stakeholder consultation and involvement.

Application forms indicating the position being applied for, together with a comprehensive Curriculum vitae and certified copies of qualifications should be forwarded to:

The Municipal Manager OR Hand Delivery to Registry Office

Bushbuckridge Local Municipality R533 Graskop Road

Private Bag X 9308 Bushbuckridge

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

Closing date : **2016 September 02nd**