

CENTRAL KAROO DISTRICT MUNICIPALITY

All aspects of our staffing processes shall be non-discriminatory and will afford applicants equal opportunity to compete for vacant positions:

CHIEF EXECUTIVE SUPPORT OFFICER (OFFICE OF EXECUTIVE MAYOR)

This appointment is for a fixed period which terminates when the term of the current Executive Mayor ceases.

SALARY : T13 – R32 991,00 per month

MINIMUM REQUIREMENTS: • ND in Public Administration/Political Science or equivalent • Grade 12 • 5 years relevant experience in municipal governance/administration with supervisory experience • Code B Drivers Licence • Understanding of key legislation of Local Government • Computer literacy and skilled in Word, Excel, e-mails and Powerpoint • Proficient oral and written communication skills in English and Afrikaans • Good human relations, interpersonal and communication skills • Accuracy and attention to detail • High degree of confidentiality and responsibility • Ability to work under pressure and to deal with conflict situations • Organisational skills • Good telephone etiquette • High ethical values.

DUTIES includes : • Administrative Support • Budget oversight • Project Co-Ordination • Mayoral Events and VIP Reception • Communication • Branding • Management of personnel in Office of the Executive Mayor • Research

Applications, on the official application form of the Council (on website skdm.co.za) must be forwarded to the HR Division to reach this office no later than **Monday, 22 July 2024**. Applications not accompanied by valid certified copies of qualifications and driver's license will not be considered. Enquiries may be directed to Mr Michael Kennedy at Tel. (023) 449-1000. The District Municipality reserves the right not to make any appointment. *Please note that, should no feedback be received within 3 months from closing date, candidates may assume that their applications were unsuccessful.*

M G NKUNGWANA - MUNICIPAL MANAGER, Private Bag X560, Beaufort West, 6970

