



DR J.S MOROKA LOCAL MUNICIPALITY

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

ASSISTANT MANAGER: POLITICAL & PROTOCOL, Salary:
R 402 401,24 per annum (excluding benefits) (Task Grade 15/1)

Requirements: Grade 12, B Degree: Public Administration or equivalent qualification (NQF level 7). A minimum of 3 years' relevant experience in the public or municipal environment. Sound working knowledge of political environment. Sound knowledge of legislations applicable in the Municipal environment and its applications. Procedures and interpretative skills of protocol. Computer Literacy. Valid drivers' license.

Responsibilities: Co-ordinate and manage all council events and related protocol services, e.g. Mayoral Receptions, significant national days, senior citizens events, public buildings opening and etc. Manage the office of the Executive Mayor, the Speaker and the Chief whip and also providing the municipal political and administrative leadership, such as the arrival of any dignitaries from government (National and Provincial), municipal entities, and etc to the municipality. Advise on a protocol and political related matters. Co-ordinate and manage all municipal events. Prepare reports to management/council and attend meetings internally and externally as required. Manage and monitor the unit's budget expenditure and assets.

EXECUTIVE SECRETARY: EXECUTIVE MAYOR'S OFFICE, Salary: R 197 557.03
per annum (excluding benefits) (Task Grade 10/1)

Requirements: Grade 12, Computer literacy (excellent typing skills), e.g. MS Word, Excel & PowerPoint. Good Communication, Interpersonal & Administrative Skills, Ability to work under pressure.

Responsibilities: Manage the Executive Mayor's dairy. Schedule and update appointments on behalf of the office of the Executive Mayor. Provide secretarial support service for the office of the Executive Mayor. Arrange travelling and accommodation. Provide reception services. Arrange and schedule meetings with internal/ external stakeholders. Organise, maintain and manage the files and records. Attend to all enquiries and correspondences (either telephonic or personal) directed to the office.

Note: Employment Equity candidates are encouraged to apply as the Municipality seek to achieve its employment equity targets. Security clearance (vetting) will be conducted on all successful candidates. No faxed or emailed applications will be considered. The selection process will be influenced by the municipality's Employment Equity Principles. Please note that correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within six weeks after the closing date should assume that their applications were unsuccessful. The Municipality reserves the right not to make any appointment. Application form (available on the website - www.moroka.gov.za or municipal office in Siyabuswa; HQ), accompanied by certified copies of qualifications, ID document, driver's license (where applicable), and a detailed CV, must be addressed to: The Municipal Manager, Dr J.S Moroka Local Municipality, Private Bag X 4012, Siyabuswa, 0472. (Applications can also be hand delivered in our Head office: A2601/3 Bongimfundo Street, Siyabuswa). For More information - Human Resource (013) 973 1101 / 1390