

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

### **DIRECTORATE: CORPORATE SERVICES**

**POST DESIGNATION: EXECUTIVE SUPPORT OFFICER X2 (FIXED TERM CONTRACT)  
(CONTRACT LINKED TO THE TERM OF THE EXECUTIVE MAYOR – WC0440980)  
(CONTRACT LINKED TO THE TERM OF THE FULL-TIME COUNCILLORS – WC0442310)  
REFERENCE: 3226585**

Salary: R 335 328 – R 435 288 (T11) Plus allowance providing for total remuneration package.

### MINIMUM REQUIREMENTS:

- Grade 12 (NQF Level 4)
- Computer literacy (Ms Office)
- Personal Assistant / Senior, Senior / Executive Secretary also require a relevant secretarial certificate
- 5-8 years relevant experience

### COMPETENCIES:

- **Core Professional Competencies:** Written and Oral Communication, Attention to detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising,
- **Functional Competencies:** Business Processes, Use of Technology, Data Processing and Analysis
- **Public service orientation competencies:** Interpersonal Relationship, Service Delivery Orientation, Client Orientation and Customer Focus
- **Personal competencies:** Action Orientation, Resilience, Change Readiness, Cognitive Ability, Learning Orientation,
- **Management / Leadership competencies:** Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

### KEY PERFORMANCE AREAS:

- To ensure that critical appointments and events / functions are efficiently planned, prioritized and co-ordinated in order to uphold the image of George
- To ensure a professional and well maintained administrative service to the Executive Mayor and full-time Councillors
- To ensure records and related information is maintained and that supporting processes and decisions are accessible
- To provide the necessary support system and personal service to all the Full-Time Councillors
- To secure a professional and supportive secretarial service to the office of the Executive Mayor
- Provide a service to visitors to the section by a process of screening individuals for security reasons
- To secure a good relationship with all stakeholders regarding the obtaining and sharing of information on matters of mutual interest

### SPECIAL CONDITIONS ATTACHED TO THE POST:

- Ability to communicate in at least two of the official languages of the Western Cape
- Outstanding interpersonal and communication skills
- Ability to work independently, late hours
- To be available at meetings if required
- Ability to resolve difficult situations at any given occasion
- Ability to work with confidential matters in a political environment

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** MR E GANZA (044 801 9204)

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## **INSTRUCTIONS TO APPLICANTS (Please read carefully)**

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, [www.george.gov.za](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **2024-07-31 at 16:30**.

### **Please Note the following when applying on the Portal:**

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

### **Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:**

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

### **Only online applications will be accepted.**

**The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.**

### **Disqualification:**

#### **Please note that the following will lead to disqualification:**

Non-submission of required documents or submission of fraudulent documents.  
Canvassing of Councillors and/or officials.  
Non-adherence to the instructions on the advertisement.

**NB:** Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

### **The Municipality reserves the right not to make an appointment.**

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

**CLOSING DATE: 2024-07-31 AT 16:30.**