

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

### **DIRECTORATE: CORPORATE SERVICES**

**POST DESIGNATION: EXECUTIVE SUPPORT OFFICER X2 (FIXED TERM CONTRACT)  
(CONTRACT LINKED TO THE TERM OF THE EXECUTIVE DEPUTY MAYOR – WC0440696)  
(CONTRACT LINKED TO THE TERM OF THE FULL-TIME COUNCILLORS – WC0442310)**

**REFERENCE: 3634573**

**Salary:** R 355 668 – R 461 700 (T11) Plus allowance providing for total remuneration package.

### **MINIMUM REQUIREMENTS:**

- Grade 12.
- Computer Literacy (MS Office).
- 5-8 years relevant experience.
- Personal Assistant / Senior, Senior / Executive Secretary also requires a relevant secretarial certificate.

### **COMPETENCIES:**

- **Core Professional Competencies:** Written Communication, 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 & Analysis.
- **Public Service Orientation Competencies:** Interpersonal Relationships, Communication, 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:**

- Ensure that critical appointments and events / functions are efficiently planned, prioritized and co-ordinated in order to uphold the image of George.
- Ensure a professional and well-maintained administrative service to the Executive Deputy Mayor and full-time Councillors.
- Ensure records and related information is maintained and that supporting processes and decisions are accessible.
- Provide the necessary support system and personal service to all the full-time Councillors.
- Secure a professional and supportive secretarial service to the office of the Executive Deputy Mayor.
- Provide a service to visitors to the section by a process of screening individuals for security reasons.
- 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 three official languages of the Western Cape.
- Outstanding communication and interpersonal 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:** MS LAMEES FORTUIN (044 801 9051)

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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 **2025-04-16 at 16:30pm**.

### **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: 2025-04-16 AT 16:30PM**