

BLUE CRANE ROUTE MUNICIPALITY



Blue Crane Route Municipality VACANT POSITIONS

NOTICE 05/2022

DIRECTORATE: MUNICIPAL MANAGER

PA OF THE MAYOR, SPEAKER AND COUNCIL (5 YEAR FIXED TERM CONTRACT)

TASK GRADE 07

SALARY SCALE: R170 635.00 PER ANNUM

MINIMUM REQUIREMENTS: Grade 12 • Post matric qualification e.g. national diploma in Public Administration / Office Management Technology / Secretary or equivalent qualification will be added advantage • Computer literacy-office applications • Minimum of 2 years working experience in an administrative environment • Good communication skills • Good command of English, Afrikaans, and isiXhosa

KEY PERFORMANCE AREAS: • Scheduling, confirming and organise schedule of meetings with internal departments and external officials, arranging venue and attending to refreshments / catering arrangements • Arranging travel and accommodation for the Mayor for out of town (National & International) meetings • Providing support during Mayoral meetings, functions and events • Developing presentation documents for the Mayor for functions and special events • Monitor action of implementation of action issues for the office of the Mayor to ensure accomplishment of specific administrative deadlines • Attending to telephonic calls, visitors to the office • Filling documents

All applications with Curriculum Vitae, certified copies of educational certificates, municipal standard application form, copy of South African Identity Document and a covering letter for the position you are interested in should be forwarded to: The Corporate Services Department, Blue Crane Route Municipality, PO Box 21, SOMERSET EAST, 5850 or hand delivered at 88 Nojoli Street, SOMERSET EAST or Townhall, COOKHOUSE or Town Hall, PEARSTON.

NB : NO FAXED APPLICATIONS WILL BE ACCEPTED

Enquiries: Mr L. Mqota (042) 243 6400

Closing date: 18 February 2022

Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Blue Crane Route Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment.

**MR. THABISO KLAAS
MUNICIPAL MANAGER**

DATE