



JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

RE-ADVERTISEMENT: SENIOR ADMINISTRATIVE OFFICER (POLITICAL OFFICE) (A fixed-term contract linked to new Council term)

Remuneration: Negotiable

Total cost to company package: (All-inclusive salary package)

Requirements:

- Degree or National Diploma in Public Administration/Political Sciences.
- Understanding of the South African political landscape (and John Taolo Gaetsewe District Local Municipalities political dynamics).
- Good writing skills;
- Good report writing skills;
- Verbal communication skills;
- Negotiation skills;
- Organising and co-ordinating skills;
- Problem-solving and leadership skills;
- Valid Driver's Licence; and
- Computer literate.

Key Performance Areas:

- Lead and manage all staff in the Political Office to ensure efficiency and/or effectiveness in the Office,
- Prepare, manage and control the Office's annual operational budget, ensuring the effective,
- Efficient functioning of the Office within the budgetary constraints of the Council,
- Facilitate and provide administrative and political support to the Councillors with regard to all functions,
- Oversee the development and implementation of strategic and operational policies in the Office according to legislation and Council policies and procedures,
- Deal with high-level and confidential correspondence on behalf of the Councillors that does not require political advice, but requires a direct response from the Executive Mayor or Speaker,
- Oversee the provision of communications services for the Executive Mayor and Speaker,
- Organise and prepare for media briefings and interviews in liaison with the Communications sub-unit,
- Serve as liaison between administration and the Political Office,
- Manage all activities in the Political Office.

The John Taolo Gaetsewe District Municipality, situated in Kuruman is an equal opportunity employer, and hereby invites suitably qualified candidates to apply for the under-mentioned vacancy.



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Conditions:

1. Each applicant must submit the following:
 - A signed application letter;
 - A comprehensive CV;
 - Certified copies of qualifications, ID & Driver's Licence
 - Transcripts of the professional qualifications.
2. All shortlisted applicants shall be subjected to security vetting rigorous verification of qualifications and references as well through evaluations and the establishment of possible and criminal records;
3. No faxed or e-mailed applications will be accepted;
4. The Municipality reserves the right at all times not to appoint.
5. No late applications will be considered.
6. Applications for all this position should be forwarded to:

The Municipal Manager, John Taolo Gaetsewe District Municipality, P.O. Box 1480, Kuruman or hand-delivered to 4 Federale Mynbou street, Kuruman, on or before the **09 September 2016 at 16h00**.

Please note: If you have not heard from us within 30 days from closing date, please accept that your application was unsuccessful.

Mrs MP Bokgwathile
Municipal Manager