

THEEWATERSKLOOF
Munisipaliteit * Municipality * uMasipala

Theewaterskloof Municipality currently awaits suitably qualified persons for appointment in the under – mentioned vacancy.

CHIEF EXECUTIVE SUPPORT OFFICER: OFFICE OF THE SPEAKER

Please note: The term of appointment of the incumbent in this position is directly linked to the term of the current Speaker.

Salary: Post level T13 – Between: R403 392.00 p.a. and R523 572.00 p.a.

The most eligible candidate must be in possession of a relevant B-degree in Political Science / Law / Economics / Planning or Accounting with at least 5 years working experience in local government. A valid EC driver's license. Applicants must be competent in research and report writing with a proven track record to craft and successfully execute strategic plans in line with the objectives of local government. Applicant must also have the ability to maintain high quality standards while achieving desired outcomes and results. Applicants must be computer literate with the ability to effectively communicate and negotiate at all levels in at least two (2) of the three (3) official languages in the Western Cape, namely English, Afrikaans and Xhosa.

Responsibilities: Manager incoming correspondence, enquiries and questionnaire related to the Office of the Speaker * Assist the Speaker and Members of the Mayoral Committee with efficient and pro-active strategic service * Advice the Speaker on legislative matters * Liaise with Speaker on the operational activities in the office and take action for the execution thereof * Manage, analyze and attend to the reparation of responses to incoming correspondences * Assist the Speaker in the monitoring of the effective execution of all Council, Standing Committees and Executive Management resolutions related to the functionality of the section * Oversee diary of the Speaker * Ensure that the Speaker is fully briefed on all protocols relating to the performance of his functions * Formulate recommendations to the Speaker relating to strategic development direction of the Municipality * Prepare responses / inputs in terms of all strategic documents * Ensure public participation in the IDP and Budget process * Ensure compliance of PAIA and POPI legislation in terms of the Office of the Speaker * Draft and present all press releases for the Speaker for his approval * Draft speeches for the Speaker * Provide support to Ward Committees * Make recommendations to the Speaker on means to improve service delivery * Advise and assist the Speaker on strengthening relationships with internal; and external stakeholders relevant to the Office of the Speaker * other duties as requested from time to time.

Enquiries: Mr. J Amansure – Manager Human Resources

Tel: 028 – 2143300

If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.



Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in Section 1 of the Employment Equity Act namely black people, women and people with disabilities.

B Ngubo, Municipal Manager, P O Box 24, 6 Plein Street, Caledon 7230

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13th cheque, a housing-/ rental subsidy and assistance with relocation cost under certain conditions.

Applicants must complete the prescribed application form along with a detailed CV with originally certified copies of qualifications, ID document, as well as a testimonial in order to be considered for the position. Application forms must be forwarded to the Manager: Human Resources, Theewaterskloof Municipality, P O Box 24 Caledon 7230.

Please note: No e-mailed, scanned or faxed applications will be accepted, and shortlisted candidates will be required to produce original copies of academic qualifications on the day of the interview. Only original applications forms will be accepted.

Canvassing will disqualify any candidate from being considered for appointment.

APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.

Closing date: Wednesday, 21 December 2022 at 12:00 pm. (no applications will be accepted or considered after the closing date)