

OVERBERG DISTRICT MUNICIPALITY



The **OVERBERG DISTRICT MUNICIPALITY**, with its Head Office in Bredasdorp, located in the Overberg region of the Western Cape, currently offers the following temporary career opportunity to a suitable qualified person to commence duty as soon as possible.

(TEMPORARY CONTRACT APPOINTMENT) **EXECUTIVE SUPPORT OFFICER** **(OFFICE OF THE MUNICIPAL MANAGER)** **(1x BREDASDORP)**

Requirements:

- Grade 12
- Secretarial and/or Office Administration and/or Management Assistant qualification
- 5-years secretarial experience
- Computer literacy (MS Office applications)
- Applicants must be literate in at least two of the three Official Languages of the Western Cape

Duties:

- Manage the diary of the Municipal Manager to ensure office efficiency.
- Provide support services to the Municipal Manager.
- Develop, implement and maintain systems, conduct research and draw up reports.
- Provide client liaison to ensure efficient operation of the Executive office.
- Coordinate activities and requirements through application of administrative and secretarial procedures.
- Execution of sequences associated with communication, planning, prioritization and organisation of appointments, events/functions and meetings.

Remuneration: R21 925.00 per month

Closing date: 21 February 2020

Application forms are available at all ODM offices. Completed application forms and/or CV are to be returned to the Department: Human Resources, Private Bag X22, Bredasdorp 7280. Certified copies of qualifications must be attached to applications. Applications with no proof of requirements will not be processed. For any enquiries in this regard you can phone Mr. B Davy on (028) 425 – 1157.

Overberg District Municipality is an Equal Opportunity employer. Candidates from designated groups are encouraged to apply.

If no notification is received within 90 days after the closing date, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved. Canvassing will disqualify any candidate from being considered for appointment.



<https://www.facebook.com/OverbergDM>



Disabled people are encouraged to apply