



## **BITOU LOCAL MUNICIPALITY**

*Bitou Municipality is inviting applications for the following management vacancy from suitably qualified and experienced professionals.*

<b>POSITION</b>	<b>PERSONAL ASSISTANT</b>
<b>DIRECTORATE</b>	<b>OFFICE OF THE MUNICIPAL MANAGER</b>
<b>BRANCH</b>	<b>OFFICE OF THE POLITICAL OFFICE BEARERS</b>
<b>DIVISION</b>	<b>OFFICE OF THE SPEAKER</b>
<b>BASIC SALARY</b>	<b>R 251 432,17 – R 326 363,01 (T9) + MUNICIPAL BENEFITS</b>
<b>TERM</b>	<b>CONCURRENT WITH TERM OF OFFICE OF CURRENT SPEAKER</b>
<b>REF NO</b>	<b>Notice 365 of 2024</b>

**QUALIFICATIONS & EXPERIENCES** • Grade 12 and or relevant Secretarial Certificate • 5 – 8 years' relevant experience with supervisory experience

**REQUIREMENTS & SKILLS:** Computer Literacy (MS Office applications) • Driving License will be an added advantage • Proficiency in at least two (2) of the three (3) official languages of the Western Cape (read, write and speak). • Good human relations, interpersonal and communication skills • Ability to give attention to detail • High level of responsibility • Ability to work under pressure • Ability to deal with conflict situations • Ability to maintain confidentiality • Good telephone etiquette • Typing and report writing skills • Time management and planning skills.

**FUNCTIONS & RESPONSIBILITIES:** • Administers and control the Office of the Speaker by providing support and attending to specific office administrative activities, preparing and producing of correspondence, circulating/ retrieving and safekeeping of documents • Executes specific instructions and applies laid down procedures with respect to co-ordinating the dairy and specific meetings/ events of the Speaker • Interacting/ liaising internally with management, councillors, etc. and externally with service providers/stakeholders to confirm services, arrangements and programmes • Maintaining office efficiency by implementing standard operating procedures that contributes in accomplishing required end results/ goals • Adhere to procedural administrative requirements, record keeping and reporting deadlines • Attending to and coordinating/ confirming travel, accommodation and specific business arrangements of the Speaker in accordance Council policies • Keeping abreast of current developments and emerging trends in the profession.

### **COMPETENCIES REQUIRED**

#### **1. CORE COMPETENCIES:**

- **Written Communication:** The ability to communicate in written as appropriate to specific audiences.
- **Oral Communication:** The ability to articulate a message in an understandable and convincing manner.
- **Attention to Detail:** Ability to scrutinize own work and that of others to ensure accuracy and compliance with the relevant municipal standards.
- **Influence:** The ability to interact with others and influence them to adopt the best alternative from a range of options.
- **Ethics and Professionalism:** The ability to identify and deal with ethical issues and conflicts of interest.
- **Organisational Awareness:** The ability to understand the Municipality's objectives, and the impact of decisions on the community and the functioning of the department.
- **Problem Solving:** The ability to identify potential problem areas to break the problem into component parts, generates potential solutions, select an option.
- **Planning and Organising:** The ability to plan activities within specific timeframes and then to execute these activities according to plan.

#### **2. FUNCTIONAL COMPETENCIES:**

- **Business Processes:** Ability to engage with systems or component processes and make continuous improvements.
- **Use of Technology:** The ability to utilize technology in the workplace to optimize functioning of the Municipality.
- **Data Processing and Analysis:** Ability to process data and bring out about improvements in the way in which it is processed.

#### **3. PUBLIC SERVICE ORIENTATION COMPETENCIES:**

- **Interpersonal Relationships:** The ability to establish and maintain productive relationships with people within and outside of the Municipality.
- **Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.

- **Service Delivery Orientation:** The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goal.
- **Client Orientation and Customer Focus:** Understands the service needs of a client/customer (internal or external) and actively focusses on anticipating, meeting and exceeding the needs in a timely and appropriate manner.

#### 4. **PERSONAL COMPETENCIES:**

- **Action Orientation:** The display of high work ethic in setting and achieving challenging goals, meeting deadlines, and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent, and reliable.
- **Resilience:** The ability to respond constructively to pressure/stress situations and the ability to persist with goals despite obstacles and setbacks.
- **Change Readiness:** The ability to innovate and challenging the status quo and the ability to cope with change driven by others.
- **Cognitive Ability:** The ability to gather information, analyses issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'.
- **Learning Orientation:** The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement.

#### 5. **MANAGEMENT / LEADERSHIP COMPETENCIES:**

- **Impact and Influence:** The ability to inspire a positive attitude in others and be able to influence others effectively.
- **Team Orientation:** The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal.
- **Direction Setting:** The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals.
- **Client Orientation and Customer Focus:** Understands the service needs of a client/customer (internal or external) and actively focuses on anticipating, meeting and exceeding the needs in a timely and appropriate manner.

*Work related enquiries can be directed to the Manager: HRM; Mr. T Machelesi: [tmachelesi@plett.gov.za](mailto:tmachelesi@plett.gov.za) or on tell: 044 501 3443.*

*For general enquiries contact Ms. L Clark on telephone no: 044 501 3418.*

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted, and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all their Financial Interests.

Application forms are available on the Bitou website ([www.bitou.gov.za](http://www.bitou.gov.za)). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

#### **Please take note:**

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. (**Compulsory**)
3. **LATE APPLICATIONS** will not be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
4. Submit separate applications when applying for multiple posts and quote reference number.

**M MEMANI**

**ACTING MUNICIPAL MANAGER**

**CLOSING DATE: 23 October 2024 @ 14h00**

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful.  
**Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**