



Elundini Local Municipality

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31st October 2017

ELUNDINI LOCAL MUNICIPALITY

NOTICE NO: 07- 2017- 2018

The Elundini Local Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following positions:

OFFICE OF THE MUNICIPAL MANAGER

1. Chief Of Staff: Office of the Mayor (Task Grade 16)

Annual Basic Salary R 461 579.04

Minimum Requirements: Four years degree in Public Administration or related field • Training in Diplomacy • Code EB Driving License • Computer Literacy – Office applications • 5 years of relevant working experience.

Main Duties/Tasks: • Providing policy, political and strategic support to the mayor in his/her direct engagement with internal and external stakeholders • Assessing priorities, providing direction, guidance and co-ordination for the office's smooth running and efficiency • Eliciting continuous feedback from management and constantly doing follow-ups and holding meeting with people to keep the mayor updated with service delivery information • Managing interface between the mayor, municipal staff and external stakeholders • Obtaining information from the relevant departments and ensuring that all Committees and Council resolutions, policies and procedures and recommendations are implemented and to apprise the mayor on progress • Assisting the mayor in convening accountability sessions and reports for Executive Committee; assisting with compilation and updating of progress reports monthly for the mayor and IDP performance evaluation • Advising the mayor on matters that have to be followed up • Attending to special ad hoc assignments in terms of instructions and/or requests received; ensuring compliance with requests and instructions from the mayor • Conducting research and management of the mayoral strategic projects; forming part of all formal activities and programs of the mayor. • **STAKEHOLDER MANAGEMENT:** • Convening stakeholders meetings,

If you are aware of any instances of fraud and/or corruption within the municipality, these matters may be reported, anonymously, to:

Freecall: 0800 117 844 • Freefax: 0800 007 788 • SMS: 32840 • Email: elundini@tip-offs.com

Freepost: Freepost KZN138, Umhlanga Rocks, 4320

facilitated through the mayor working with Executive Assistant to confirm suitable dates in terms of Mayor's diary

- Assisting the mayor for IDP Representative Forum meetings and IDP community outreach meetings by packaging content to guide the mayor to successfully execute community engagement empowered with appropriate information
- Guiding convening of mayor's conversation events and activities through pro-active confirmation on the availability of the mayor and agenda in consultation with Public Participation section; preparing relevant content for the mayor to deliver for each stakeholder engagement session.
- Discussing with the mayor way-forward on issues raised by stakeholders; formulating actions plan and referring to various relevant departments for implementation; making a follow-up and writing feedback report for issues raised; apprising the mayor with the feedback in order to report back to the same stakeholders previously engaged with.
- Reminding the mayor about events as developed in the annual plan for the public participation with municipal departments, sector departments and government.
- Managing the establishment and functionality of the local war room in partnership with public participation; facilitating implementation and making follow up on implementation of issues that emanated from war rooms; providing the Mayor with timeous reports on update and compiling feedback package for the mayor prepare for the next session.
- **VIP PROTECTION, PROTOCOL AND EVENTS MANAGEMENT:** • Organizing and planning mayor's and other municipal official visits within municipal jurisdiction, such as the visits of district, province, national and international delegations, the diplomats and royal families.
- Taking part and playing a role in all aspects of events related to the mayor; advising and empowering the team preparing for the event with information and updating the mayor with progress on the event and what is required of him/her for the event.
- Briefing the mayor on the status of events/functions with respect to confirmation on the guest list, schedule of events, mayoral speech, etc
- Maintaining and reminding the mayor about all the events that require his/her attention to prepare on time.
- Offering hospitality and ceremonial events as well as providing advisory or consulting services related to protocol matters for the entire municipality
- Assisting escort officers during the event, where and when necessary; as well as establishing necessary procedures for receiving the RSVPs.
- **COMMUNICATIONS AND REPUTATION MANAGEMENT:** • Participating and contributing towards media and press conferences for the mayor by ensuring that all necessary preparations including identification of suitable venue are made in consultation with communications section; briefing the mayor and preparing the content for press release; assisting and anticipating areas of discussion.
- Serving as the official spokesperson of the office of the Mayor.
- **CONTENT WRITING:** Writing all speeches for the mayor including State of the Municipal Address; researching relevant information relating to the event; submitting to the mayor on time for his/her satisfaction; approval and rehearsal.
- Writing forewords in consultation with the mayor for all municipal formal documents such as policies, strategies, annual reports, newsletter, IDP, publications, etc.
- **GENERAL ADMINISTRATIVE FUNCTIONS:** Drafting responses for correspondence received from the public, government, business and other organisations; scrutinizing information that is sent to the office of the mayor and ensuring that all correspondence is properly and adequately responded to.
- Managing, creating and maintaining systems and procedures for tracking and following up on all correspondence related to the mayor office.

Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found.

NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants.

Faxed applications will not be accepted.

Applications should be addressed to:
The Corporate Services Manager
Elundini Local Municipality
P.O. Box 1
Maclear
5480

Tel. No: (045) 9328100

Closing Date: 17th November 2017