

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability).

Protocol Officer

Salary: R169 595,52-R205 034,52 per Annum

REQUIREMENTS:

- Matric certificate
- National Diploma or equivalent NQF Level 6 in Communication, Public admin, Humanities or Social Science or related field
- Computer Literacy
- Good Communication skills
- Code EB driving license
- 2-3 years' experience on the field

RESPONSIBILITIES:

- Manage protocol services for Mayor, Deputy Mayor, the Speaker and political office bearers and structures.
- Manage protocol service for Mayor and Political Officer bearers travels and make appropriate arrangement for reception during departure and arrival.
- Process accreditation laissez passer, work permits and related documents for the Mayor and staff of the Municipality and their renewal when they are due.
- Prepare information guidelines for dignitaries and executive visitors to the municipality.
- Build the maintain cordial relationships with various Government agencies
- Supervise escort patrols of Political Officer bearers
- Prepare a monthly report on the activities of the Municipality area in terms of security situation and provide solution and resolution
- Perform any other related duties as may be assigned by the President or the immediate supervisor.

Enquiries in respect of the above position should be directed to the HR Offices @ 036- 448 8000

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:

**OKHAHLAMBA MUNICIPALITY
P.O. BOX 71
BERGVILLE
3350**

The closing date for applications is the **14th of OCTOBER 2016, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

Should you not be contacted within 30 days from the closing date, your application should be deemed to have unsuccessful.

**SD SIBANDE
MUNICIPAL MANAGER**