

## **HEAD (MAYORAL PARLOUR) 55000000**

### **Job Purpose:**

Directs and controls strategy for the provision of support to the Mayor and Deputy Mayor in executing their oversight role through the determination and alignment of priorities, monitors the effectiveness of the administrative systems, enabling political discourse and decision-making environment focusing on vulnerable groups, youth, gender, children and disability issues and leveraging the civic reception/protocol requirements, governance, strategy and statutory legislation for the improvement of the City image and provision of better life for all the citizens of eThekweni.

### **Key Responsibility Areas:**

- Researches, develops and participates in the implementation of strategic and short term plans associated with the functionality.
- Directs and controls outcomes associated with the formulation and implementation of specific policies, procedures, systems and control measures to support the vision and strategic objectives of the Mayoral Parlour.
- Formulates or manages the evaluation and review of the Operations Plan against critical administrative secretarial deliverables by providing strategic direction to the Deputy Heads and Senior Managers reporting directly to the Unit Head.
- Provides strategic leadership and support to the Managers within the Unit for procedural administrative requirements and reporting deadlines associated with the functionality.
- Directs and controls the key performance indicators and outcomes of personnel and processes within the Unit.
- Prepares the Unit capital and operating estimates and controls expenditure against the approved budget allocation.

### **Essential Requirements:**

- Relevant 3 year Bachelors Degree.
- Valid motor vehicle drivers license (Code B).
- 7 Years experience at a management level of which at least 2 years must be at a senior management level.

### **Preferred Requirements:**

- Relevant post graduate qualification in Management.

This post reports to CITY MANAGER