

Mayoral Aide (Part-Time, Fixed Term)

About the Role:

This role provides support to the Mayor, and to the Senior EA to the Mayor & CEO of the Kawerau District Council. It covers a wide variety of duties, for example from attending meetings with the Mayor to assisting the Senior EA to the Mayor & CEO with travel bookings. Other responsibilities include providing administrative and secretarial support; and providing the Mayor with the information and resources needed to support their work.

The role is part-time at 20 hours per week, and fixed term to provide assistance until the next local body elections.

About You:

You will ideally:

- Have a minimum of three years' relevant experience in Office administration, procedures and systems
- Have word-processing skills to an intermediate level and speed, using the Microsoft Office suite
- Have a knowledge and understanding of Local Government procedures and associated legislation
- Have experience in record management
- Have a high level of discretion and diplomacy with ability to maintain strict confidence on any Council matter of a sensitive nature
- Know how and when to use your initiative, and be a motivated person
- Have good communication skills, and be able to fit into and work in a small team environment.

You must be eligible to work in NZ, and hold a current NZ Class 1 drivers licence (or equivalent).

Kawerau District Council has an active Drug and Alcohol Policy. Candidates will be required to undertake a pre-employment medical, drug & alcohol testing, and Ministry of Justice vetting.

The Position Description and Application Forms are available from our website:

<https://www.kaweraudc.govt.nz/about-council/careers/vacancies>

Email your Cover Letter, CV and Application Form to: vacancy@kaweraudc.govt.nz

Applications close 5pm on Friday 21 March 2025.



M Godfery
Chief Executive Officer

Bring your "A" game to work closely in a support role with the KDC Mayor and the Senior EA to the Mayor & CEO.

- Admin & people skills? Efficiency? If you have this, we want to hear from you!
- Enjoy great work/life balance with this part time role
- Work in a supportive team