



LEPELLE – NKUMPI LOCAL MUNICIPALITY

Lepelle-Nkumpi Local Municipality is situated in the Capricorn District Municipality of Limpopo Province. The Municipality boost great tourism development potential as well as increasing discoveries of both underground and surface mineral deposits. It is also the seat of the Limpopo Provincial Legislature and situate south east of Polokwane.

THE FOLLOWING VACANT POST EXIST FOR FILLING BY SUITABLY QUALIFIED AND EXPERIENCED CANDIDATE INTERNAL AND EXTERNAL

OFFICE OF THE MAYOR

SECRETARY TO THE SPEAKER (The position is linked to the political term of the speaker)

Salary: R 128 515.98 p.a (excluding benefits)

REQUIREMENTS: The incumbent must be in possession of a Grade 12 Certificate, Diploma in Office Administration or equivalent plus a minimum of 2 years experience in office administration or secretarial responsibilities. Be computer literate. Possess excellent typing skills. The ability to work under pressure.

RESPONSIBILITIES: Attending to internal and external correspondence on behalf of the Speaker; render administrative support and provide secretarial duties. Manage the Speakers' diary. Serve as a link between the office of the Speaker and Council Support and attend to telephone enquiries and any other related matter. Perform any other reasonable task.

Interested individuals are kindly requested to apply in writing to the Acting Municipal Manager, Private Bag X07 Chuenespoort 0745. Applications must be accompanied by covering letter stating the discipline in which the applicant is applying for, an updated curriculum vitae and certified copies of qualifications.

All enquiries must be directed Ms. M V Muparutsa - 015 633 4533 and Mr. C R Mphahlele – 015 633 4522

NB: If you do not hear from us within two months after the closing date please, accept that your application was unsuccessful and correspondence will be entered into with short listed candidates only.

FAXED AND E-MAIL APPLICATIONS ARE NOT ACCEPTABLE

LEPELLE-NKUMPI IS AN EQUAL OPPORTUNITY EMPLOYER.

People from the designated group are urged to apply.

CLOSING DATE: 8 NOVEMBER 2013

