



LEPELLE-NKUMPI LOCAL MUNICIPALITY

www.lepelle-nkumpi.gov.za

Lepelle-Nkumpi Local Municipality is situated in the Capricorn District Municipality of Limpopo Province. The Municipality boost great tourism development potential and also ever increasing discovery 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 EXISTS FOR FILLING BY SUITABLY QUALIFIED
AND EXPERIENCED CANDIDATE FROM INTERNAL AND EXTERNAL**

OFFICE OF THE MUNICIPAL MANAGER

**SECRETARY TO THE CHIEF WHIP (The position is linked to the political term of
the Office of the Chief Whip)**

Salary: R **R231 546, 72** per annum (excluding benefits)

REQUIREMENTS: The incumbent must be in possession of a Grade12 Certificate, a Diploma in Office Administration or equivalent plus a minimum of 2 years' experience in office Administration or secretarial responsibilities. Be able to understand and interpret relevant legislation. Be computer literate. Have the ability to work under pressure. Perform any other reasonable task.

RESPONSIBILITIES: Attend to internal and external correspondence on behalf of the Chief Whip; render administrative support and provide secretarial duties; manage the Chief Whip's diary; serve as a link between the office of the chief whip 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 Municipal Manager, Monyepao MA, Private Bag X07 Chuenespoort 0745. Application must be in the form of 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 to Ms. RM Mphahlele - (015) 633 4600 and Mr. CR 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: 24 AUGUST 2023