



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 POSTS EXISTS FOR FILLING BY SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES EXTERNAL

OFFICE OF THE MAYOR

MANAGER: OFFICE OF THE MAYOR (The position is linked to the political term of the mayor)

Salary: R653 734.25 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: A Degree in Public Management / Administration / B Degree in Political Science/ BSc Degree or equivalent. Code EB driver's license. Five (5) years' municipal or political experience of which 3 years must be supervisory level

RESPONSIBILITIES: Leading and managing all staff in the office of the Mayor to ensure efficiencies and effectiveness in the office of the Mayor. Preparing, managing and controlling the office of the mayor's annual operational budget and related administration. Ensuring the effective and efficient functioning of the office within the budgetary constraints of the council. Facilitating and providing administration and political support to the Mayor with regard to all functions in the Mayor's office. Overseeing the development and implementation of the strategic and operation policies in the office of the Mayor according to legislation and Council policies and procedures. Dealing with the high-level and confidential correspondence on behalf of the Mayor that does not require political advice, but requires a direct respond from the Mayor. Responsible for the provision of communication services for the Mayor. Organising and preparing for media briefing and interviews in liaison with the communication unit. Drafting press release, responding to media enquiries and building dialogue with journalists. Serving as liaison between administration and the Mayor. Monitoring the implementation of resolution. Write speeches for the Mayor. Perform all duties as delegated by the Mayor

SECRETARY: OFFICE OF THE MAYOR (The position is linked to the political term of the mayor)

Salary: R209 422.11 per annum (cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade12, Secretarial Diploma or equivalent. Minimum of 1 year relevant experience. Be Computer literate. Must have good interpersonal and communication skills

RESPONSIBILITIES: Assist with Administrative activities by managing the diary in conjunction with the Mayor. Typing of minutes, agendas and invitation to meetings. Ensure invitees to meetings and functions do take place on scheduled dates and smooth functioning of Mayor's Office. Provide secretarial service for the mayor. Arrange travelling and accommodation claims as and when directed by the Mayor. Organise and maintain files and records in the Mayor's office. Provide reception service for the public, screening all the complaints and enquiries and directing to the appropriate members of council.

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

Salary: R209 422.11 per annum (cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade12, Secretarial Diploma or equivalent. Minimum of 1 year relevant experience. Be Computer literate. Must have good interpersonal and communication skills

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.

SECRETARY TO THE CHIEF WHIP (The position is linked to the political term of the chief whip)

Salary: R209 422.11 per annum (cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade12, Secretarial Diploma or equivalent. Minimum of 1 year relevant experience. Be Computer literate. Must have good interpersonal and communication skills

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 Acting Municipal Manager, 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: 11 FEBRUARY 2022