



LEPELLE-NKUMPI
LOCAL MUNICIPALITY
www.lepelle-nkumpi.gov.za

ERRATUM

ADVERTISED INTERNAL AND EXTERNAL POSITIONS

The erratum seeks to correct aspects of the previously advertised post for the **MANAGER: OFFICE OF THE MAYOR (The position is linked to the political term of the mayor)**, published on the **3rd September 2026** on the Municipal Website and Face book page. The error is corrected as follows;

REQUIREMENTS: A Degree in Public Management / B Degree in Political Science/ BSc Degree or equivalent. Code EB driver's license. Five (5) years' 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. Serving as liaison between administration and the Mayor. Monitoring the implementation of resolution. Drafting press release, responding to media enquiries and building dialogue with journalists. Write speeches for the Mayor. Perform all duties as delegated by the Mayor.

Lepelle-Nkumpi Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. The Municipality reserves the right to make appointments. Applicants from the designated groups are encouraged to apply.

NOTE: FAXED AND E-MAIL APPLICATIONS ARE NOT ACCEPTABLE. LEPELLE-NKUMPI IS AN EQUAL OPPORTUNITY EMPLOYER.

All other information remains the same.

Enquiries should be directed to **Mr. Mogano K at (015) 633 4600** or **Mr. C R Mphahlele at (015) 633 4522.**

CLOSING DATE: EXTENDED TO THE 17th SEPTEMBER 2026 AT 16H30.

Dr. ML Chauke
Acting Municipal Manager