



# LEPHALALE MUNICIPALITY

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Lephalale is one of the fastest growing towns in Limpopo due to the presence of natural coal reserves, huge industrial expansion projects initiated by mainly coal mining processing and electricity generation. Suitably qualified persons who wish to take role in the development and exposure of the Municipality are hereby invited to apply for the following challenging positions:

### **1. POSITION: Manager Public Participation L2-1**

**Term of office linked to term of office of political office bearers**

**(Strategic Support Services: Public Participation Division)**

**Commencing Salary: R550 956 –R580 968 – R643 608 P/A**

**(Plus travelling allowance of 950 Km per month)**

**Requirements:** Grade 12 plus a B-Degree/B-Tech in Developmental studies/Public administration/law. Five (5) years' working experience of which three (3) years must be in a supervisory position. Human relation communication skills and conflicting handling skills. Ability to give attention to detail. High level of responsibility. Ability to work under pressure.

**KPA's Inter alia:** Manage and/or coordinate any public participation event and special projects of the Municipality and those delegated by province and/or national government. Coordinates procedural requirements pertaining to specific functional activities and developmental initiatives. Interacting with community-based structures to facilitate alignment of needs and priorities. Formulate required annual plans (SDBIP and performance plans) in accordance with Municipality's strategic plans and mandate. Monitor the utilization of budget to ensure that expenditure is effectively managed and efficiently deployed within the timeframes.

### **2. POSITION: Protocol Assistant L6**

**Term of office linked to term of office of political office bearers**

**(Strategic Support services: Public participation Division)**

**Commencing salary: R361 488- R380 004- R399 324 P/A**

**Requirements:** Grade 12 or relevant equivalent qualification. Computer literate and must have the understanding of how spheres of government and their stakeholders operate. A minimum experience of two (2) years in Public sector environment and a valid code B driver's license.

**KPA's Inter alia:** Performs specific tasks/ activities associated with the provision of administrative support to the Office of the Mayor. Coordinate protocol matters relating to the meetings hosted by the Mayor. Organizing and scheduling meetings/ appointments with internal departments/ external officials and stakeholders. Preparing notification and minutes for specific intergovernmental relations meeting and attending to the distribution and/or arranging for the collection of documentation prior to scheduled meeting. Assist in branding the municipality during official events. Maintains and access records of discussions, instructions and correspondence.

**3. POSITION: Council Support Officer: L5**

**Term of office linked to term of office of political office bearers**

**(Strategic Support Services: Public Participation Division)**

**(Plus travelling allowance of 1100 KM per month)**

**Commencing salary: R 409 188 – R430 044– R451 956 P/A**

**Requirements:** Post-Matric qualification in Public Administration/ Municipal administration or NQF equivalent qualification plus two (2) years' experience in Community development or Matric (Grade 12) plus five (5) years' experience in Community development. Computer Literacy -MS Office applications. A valid Code B driver's license.

**KPA's Inter alia:** Facilitate the establishment of Steering Committee and run induction programmes. Coordinate and facilitate communication to the relevant departments for service delivery issues that need intervention. Communicating with office Bearers to establish items for inclusion on the agenda and the submission of investigational / general reports and proposals supporting agenda items. Communication with internal department and/ or external service providers in respect of the catering requirements and/ or stationery and equipment needed for specific sessions. Provide secretarial support to various Committee sittings within Lephalale boundary.

**Closing Date: 22/09/2023**

**Enquiries: RALUPFUMO RM 014 763 2193**

Application form that indicates the position that you are applying for, accompanied by comprehensive CV, originally certified copies of qualifications and ID, must be mailed to: **Municipal Manager, Lephalale Municipality, P/Bag X136 Lephalale, 0555 or hand – delivered to Records Office Civic Centre Cnr Joe Slovo and Douwater, Onverwacht.** Faxed or e-mailed applications and those without the relevant accompanying documents will be automatically disqualified. If you are not contacted within 90 days after the closing date, kindly consider your application as unsuccessful.

**NB: Lephalale Municipality is an affirmative action and equal opportunity employer and is committed to transformation. Lephalale Municipality has the right to advertise or withdraw an advertisement at anytime without prejudice to anyone. Applicants with highest levels of personal integrity will be considered and appropriate pre-employment screening processes are obligatory for consideration in any post.**

Date: 04/09/2023

Notice no: V6/2023/2024

Ref NO: 4/3/2/11

**MM COCQUYT**  
**Municipal Manager**

