



LEPHALALE MUNICIPALITY

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 position:

1. POSITION: Driver of the Mayor L6 (Appointment linked to term of office of the Mayor or when the contract ends, whichever comes first) Re -advert: If you have previously applied for this position you are advised to re-apply

(Public Participation: Strategic Support Services)

Commencing salary: R 342 972 - R 360 540 – R 378 864

Requirements: Grade 12. Code B driver's license and professional driving permit. Minimum of two years driving experience. Advance driving skills will be an added advantage.

KPA's Inter alia: Identifying locations, venue & establish routes before embarking on a trip. Consideration of risk and safety aspects of a trip. Interact with protection and external departments and security services in respect of high-profile functions in order to comprehend safety instructions and contingency plans in cases of emergency.

2. POSITION: Secretary of the Mayor L6 (Appointment linked to term of office of the Mayor or when the contract ends, whichever comes first) Re -advert: If you have previously applied for this position you are advised to re-apply

(Public Participation: Strategic Support Services)

Commencing salary: R 342 972 - R 360 540 – R 378 864

Requirements: Grade 12. Computer literacy (Word, Excel, Power point etc). Secretarial course will be an added advantage.

KPA's Inter alia: Managing diary of the Mayor. Briefing the Mayor on a daily basis on relevant matters. Prepare required documents for all meetings. Providing logistical support such as accommodation and travel arrangements for the Mayor. Ensure that the preparation of documentation, speeches and reports of meetings are timeously executed.

Closing Date: 22/06/2023

Enquiries: RALUPFUMO MR 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.

Date: 01/06/2023
Notice no: V9/2022/2023
Ref NO: 4/3/2/11


MM COCQUYT
Municipal Manager