



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:

POSITION: DIRECTOR CORPORATE SUPPORT SERVICE (IF YOU HAVE PREVIOUSLY APPLIED FOR THIS POSITION YOU ARE ADVISED TO RE-APPLY)

DURATION: PERMANENT

REMUNERATION: R965 958– R1,103 953 – R1,224 083 PLUS 7% REMOTE ALLOWANCE (IN LINE WITH GOVT GAZETTE NO.: 50737)

WORKSTATION: LEPHALALE CIVIC CENTER

The incumbent is expected to sign an appointment contract, a performance agreement and disclosure of financial interest. The shortlisted candidates consent to qualifications, employment background and security vetting.

Requirements: Bachelor Degree in Public Administration/ Management Science or law, or equivalent qualification. At least five (5) years' experience in middle management level and has proven successful management experience in administration. Excellent communication skills with an ability to interact with stakeholder at all levels. Extensive knowledge of legislation, labour procedures and process pertaining to local Government environment. Registration with a professional body. Valid code B driver's license.

Knowledge & Skills: Good knowledge and understanding of relevant policy and legislation, institutional governance system and performance management. Good knowledge of corporate support services, including Human Capital Management, legal services, facilities management, information communication technology and council support. Good Knowledge of supply chain management regulations Preferential Procurement Policy Framework act 2000 (Act No. 5 of 2000), good governance, labour relations act and labour-related prescripts. Legal background and human capital management, knowledge of coordination and oversight of all specialized support functions.

Attributes: Strategic Planning, leadership and good management, Strong in governance and business, work ethics and values, result-orientated, innovative, problem solving, analytical, customer-orientated, communication skills, accountable, team player, Project Management, Legislation and Policy development.

KPA's, inter alia: Provide Legal Services, Labour Relations and Management of compliance by Council with legislation. Management and maintenance of all council Administration. Develop policies and system for the day-to day operations of the department. Compile and manage the Directorates Annual capital and operational Budget. Preparing and submitting reports to the Municipal Manager and relevant Committees on issues relevant to Corporate Services. Providing support to the political levels so that politicians are advised of relevant issues pertaining to the Directorate. Promote and maintain healthy relations and liaison with labour unions. Controlling the minutes and handling the contracts of council. Attending Executive Committee, Council and other related meetings. Key functional areas: Human Resources, Legal Services, Council Administration, Information Technology, General Administration and Records Keeping.

Closing Date: 05 September 2025

AK MAKHOLWA 014 762 1400

At least 60% of the total remuneration package is to be structured as salary and 40% to be flexible in accordance with SARS guidelines.

All applications must be submitted on Lephalale Local Municipality's application form for section 56 Senior Manager positions that is downloaded on our website: www.lephalale.gov.za and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's license and covering letter that indicate the position you are applying for and must be sent by post to: *The Municipal Manager Private Bag X136, Lephalale, 0555 or hand delivered to Lephalale Local Municipality, Corner Joe Slovo & Dou Water Street, Lephalale 0555, Corporate Support Services, Records Office*. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

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: 10/08/2025

Notice no.: V17/2024/2025

Ref: 4/3/2/2



PF Nogilana - Raphela
Municipal Manager