

LETSEMENG RAAD/COUNCIL

Privaatsak/Private Bag X3
KOFFIEFONTEIN
9986



FOON/PHONE:
(053) 33 00200
FAKS/FAX:

(053) 205 0144
E-mail: letse@mweb.co.za

Letsemeng Local Municipality comprises of the following towns, Koffiefontein, Luckhoff, Oppermansgronde, Petrusburg and Jacobsdal. It subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administration offices of the Municipality are situated at Koffiefontein; which is 135 km south of Bloemfontein.

VACANCIES

Suitable qualified candidates are hereby invited to apply for the following vacancies within the Municipality.

PERSONAL ASSISTANT TO MAYOR

Fixed Term Employment Contract aligned to the term of Office of Current Sitting Mayor – the term of an appointment expires automatically when the current Mayor ceases to be a Mayor, whichever event comes first

Requirements: Applicants must be in possession of Grade 12 or Equivalent. Computer Literacy, Communication Skills. The position requires a progressive, Committed and result driven individual. It requires high degree of Aptitude to operational planning, Decision making, Manpower planning and motivation. Personal attributes must include a degree of professionalism and the ability to command respect.

Responsibilities: Coordinate activities and requirements associated with executive office through the application administrative and secretarial procedures and organisation of critical, Confidential and important appointments, Events/Functions and meetings

Preferred minimum requirements: Good writing skills, Multilingualism, computer literacy and sound knowledge of legislative process at the Municipal level.


Remuneration: Negotiable (Total Cost to employer)

Interested candidates should submit their detailed CV's with contactable references, certified copies of original certificate with a covering letter to: Manager: Human Resource, Mr S Qwelane, Letsemeng Local Municipality, 07 Groottrek Street, Koffiefontein 9986.

Only shortlisted candidates will be contacted and if you are not contacted within 30 days after the closing date, please consider your application unsuccessful. Faxed, emailed or late applications will not be accepted.

Any enquires can be directed to Manager: Human Resources, Mr SG Qwelane during office hours at (053) 3300 212

Closing date: 13 November 2020



TL MKHWANE
MUNICIPAL MANAGER