

# LETSEMENG COUNCIL / LETSEMENG RAAD



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KOFFIEFONTEIN  
9986

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Letsemeng Local Municipality comprises of the following town; Koffiefontein, Luckhoff, Oppermansgronde, Petrusburg and Jacobsdal. It subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalance of the past. The administrative Office of the Municipality are situated at Koffiefontein; which is 135 km South of Bloemfontein.

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## VACANCIES MAYOR'S OFFICE

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### PERSONAL ASSISTANT TO THE MAYOR

(Fixed Term Employment Contract aligned to the term of Office of the Current Mayor)

**Duties and responsibilities:** Liaise with other Municipalities, institutions and stakeholders; Research and draft speeches for the Mayor/Speaker; Draft submissions, memoranda, briefing notes, presentations, reports and other documentation as required; Assist with special projects and programmes; Arrange and coordinate all meetings/workshops as required; Attend to visitors in professional and efficient way; Handle all logistical support for the Mayor.; Control access to the Mayor by screening visitors or calls, and then direct them to the relevant departments; Work together with external and internal stakeholders, including other government sphere at national and provincial level; making requisition for Mayor office and provide advice to the Mayor related on matters with respect to the Council.

**Requirements:** National Senior Certificate and tertiary qualifications will be an added advantage.

**Preferred minimum requirements:** Multilingualism speaker, good writing skills, computer literacy and sound knowledge of legislative process at the Municipal level and be trustworthy

**Remuneration:** R 330 970.40 per annum (total cost to employer)

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### DRIVER TO THE MAYOR

(Fixed Term Employment Contract aligned to the term of Office of the Current Mayor)

**Duties and responsibilities:** Provide a driving / chauffeur service to the mayor through the application of laid down safety guidelines and procedures with respect to designated travelling routes and actions to be taken during emergencies and life threatening situations; Conduct Physical Operational Surveillance at the places the Mayor visits. Recognized threats and appropriate action taken to avoid life threatening situations. Ensure that vehicles are Serviced and cleaned at all times.

**Requirements:** An appropriate level of education; A valid Code EB (8) driver's license; Advanced Driving Course with an accredited institute would be an added advantage; Two Years driving experience; be multilingualism.

**Preferred minimum requirements:** Good communications skills, multilingualism speaker, good writing skills and sound knowledge of legislative process at the Municipal level.

**Remuneration:** R 360 000 per annum (total cost to employer)

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### SPECIAL PROGRAME OFFICER (SPO)

(Fixed Term Employment Contract aligned to the term of Office of the Current Mayor)

**Duties and responsibilities:** An overall focal person responsible for gender and besides will provide technical guidance in the bid to mainstream gender internally and externally within the Municipal Programs; Responsible to improve gender systems; operationalize them, monitor & coordinate activities to engender programming in the organisation. Work closely with and reports to the Manager in Office of the Mayor; Provide inputs and comments on development of action plan & gender policy implementation; Initiate and maintain inter-sectorial co-ordination mechanisms within communities and the department; Be

responsible for linking beneficiaries of special programmes with relevant institutions/organizations for support; Coordinate all HIV and Aids programs in the municipality including arranging Local Aids Council meetings.

**Requirements:** National Senior Certificate. (Grade 12)

**Preferred minimum requirements:** Good communication skills, multilingualism speaker, good writing skills and sound knowledge of legislative process at the Municipal level.

**Remuneration:** R 300 000 per annum (total cost to employer)

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### **YOUTH DEVELOPMENT OFFICER (YDO)**

(Fixed Term Employment Contract aligned to the term of Office of the Current Mayor)

**Duties and responsibilities:** Provide and coordinate services on social development for youth; Manage the youth unit; Coordinate outreach programme for the youth ;Plan and coordinate Youth month activities; Monitor youth initiatives to ensure maximum involvement ; Implement and report on funding policies and identify potential funders for youth programmes; Establish and promote entrepreneurial programmes for the youth; Liaise with developmental organisations and National Youth Development Agency on youth challenges.

**Requirements:** National Senior Certificate. (Grade 12)

**Preferred minimum requirements:** Multilingualism speaker, good writing skills, computer literacy and sound knowledge of legislative process at the Municipality level.

**Remuneration:** R 300 000 per annum (Total cost to employer)

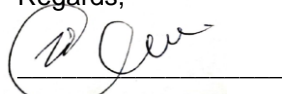
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Interested candidates should submit their detailed CV's with contactable references, certified copies of original certificate with a covering letter to: **Manager: Human Resource, Mr S Qwelane**, Letsemeng Local Municipality, 07 Grootrek Street, Koffiefontein 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: 20 January 2022**

Regards,



Mr TL Mkhwane  
Municipal Manager