

# 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 SPEAKERS'S OFFICE PUBLIC PARTICIPATION OFFICER (PPO)

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

**Purpose:** To control specific administrative and support arrangements in respect of engaging and encouraging community participation; to manage all participation programs/ projects; to identify needs resource and interventions of the public participation programmes to ensure successful implementation of public participation programmes; to prioritize the public participation programmes to ensure Council meets its target in terms of the IDP, budget and year plans; to coordinate the activities of the Ward Committees; to facilitate outreach programmes in collaboration with relevant stakeholders or sectors departments.

**Requirements:** Grade 11

**Preferred minimum experience:** Writing skills, Computer literacy and sound knowledge of legislative process at the Municipal level, having worked with Communities will be an added advantage

**Remuneration:** R244 265.75 per annum (total cost to employer)

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## PERSONAL ASSISTANT TO THE SPEAKER

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

**Duties and responsibilities:** Liaise with other municipalities, institutions and stakeholders; Research and draft speeches for the Speaker; Draft submissions, memoranda, notes, presentations, reports and other documentations as required; Assist with special projects and programme; Arrange and coordinate all meetings/workshop as required; Attend to visitors in a professional and efficient way; Handle all logistical support for the Speaker

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

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

**Remuneration:** R 264 000 per annum (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: 20 January 2022**

Regards,

Mr TL Mkhwane  
Municipal Manager