



# LETSEMENG LOCAL MUNICIPALITY

Private Bag X3  
KOFFIEFONTEIN  
9986

E-Mail: [mm@letsemeng.gov.za](mailto:mm@letsemeng.gov.za)  
Website : [www.letsemeng.fs.gov.za](http://www.letsemeng.fs.gov.za)  
Telephone: (053) 3300 220

## RE-ADVERTISEMENT EXTERNAL JOB ADVERTISEMENT

*Letsemeng Local Municipality is an equal opportunity employer and invites applications from experienced, qualified, innovative, committed and energetic individuals with vision, for appointment to the following position on Two (2) Year and six month Fixed term performance-based contract.*

*The appointment will be made in compliance with the provisions of the Local Government: Municipal Systems Amendment Act, No.3 of 2022.*

*Letsemeng Local Municipality incorporates the following towns: Koffiefontein, Petrusburg, Jacobsdal, Luckhoff and Oppermansgronde.*

**POST NO: LLM/04/001**

## Position: **MUNICIPAL MANAGER**

**REPORTING TO:** The Mayor

**TERM OF CONTRACT:** Two (2) Year and six month Fixed term performance-based contract, not exceeding one (1) year after the term of new Council.

**LOCATION TO BE STATIONED AT:** Letsemeng Local Municipality Municipal offices Koffiefontein

**REMUNERATION:** R1 113 168.00 (**Minimum**), R1 232 763.00 (**Midpoint**), R1 368 368.00

(**Maximum**) Letsemeng Local Municipality is a Category 2 municipality in terms of the categorisation by Government Gazette No.50737 of 30 May 2024 on upper limits for senior managers.

**The pay scale will be determined by competence based assessment outcome, experience and qualifications.**

**REQUIREMENTS:** • A recognised Bachelor's Degree in Public Administration/ Political Science/Social Sciences/Law or related fields of study, such qualification having been obtained from a recognised tertiary institution. • A valid driver's licence and a suitable vehicle for proper performance of duties. • Willingness to work irregular hours with extensive traveling.

**ADDED ADVANTAGE:** • A Certificate Programme in Municipal Development (CPMD) or Municipal Finance Management Programme (MFMP) or attain the Qualification within 18 months from date of appointment • A relevant post-graduate qualification • Registration/membership with a relevant recognised Professional body.

**MINIMUM EXPERIENCE:** • Minimum of five (5) years' experience at Senior management level • Have proven successful institutional transformation within public or private sector. • Have proven successful management experience in administration.

**KNOWLEDGE, SKILLS AND COMPETENCIES:** • Advanced knowledge and understanding of relevant Local Government Policies and legislation. • Advanced understanding of institutional Governance system and performance Management System • Advanced understanding of Council operations and delegation of powers • Proven track record of Good governance • Audit and Risk Management establishment and functionality • Budget and finance management i.e. Supply Chain Management Regulations and Policies (Preferential Procurement Policy Framework Act, Act no. 5 of 2000) • Must meet competency levels (Leading & Core Competencies) for Senior Managers as published in the Government Gazette No 37245 dated 17 January 2014 • Innovative and strategic leadership • Extensive facilitation, planning and management skills, good interpersonal skills, negotiation skills, conceptual and analytical skills • Excellent communication and report writing skills • Computer literacy in Excel, MS Word and PowerPoint.

**KEY COMPETENCIES:** Carry out the duties of the Municipal Manager as contained in Section 55 of the Municipal Systems Act 32 of 2000, Municipal Systems Amendment Act, 2022 and including but not limited to: • Form and develop an economical, effective, efficient, accountable and performance driven administration for the municipality • Manage Municipality administration in accordance to Municipal System Act (MSA) and other applicable legislation. • Administer the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Manager • Implement the municipality's IDP, and to monitor the progress with the implementation thereof • Manage the provisions of services to communities, residents and ratepayers in a sustainable manner • Control and manage the effective utilisation and training of staff • Maintain discipline of staff • Promote sound labour relations and compliance by the municipality to applicable labour legislation, conditions of service and collective agreements • Advise the structures and functionaries of the municipality • Manage the communication between the municipality's administration and its structures and functionaries • Carry out the decisions of the structures and functionaries of the municipality • Administer and implement the municipality's by-laws and policies • Implement national and provincial legislation applicable to the Local Government • Facilitate participation by communities, residents, ratepayers and other stakeholders in the affairs of the municipality • Approve the use of council's facilities by members of the council in accordance with policy • Develop the staff establishment within a policy framework determined by the Council • Advise the executive committee, in accordance with the envisaged consultative process, on section 56 appointments • Appoint staff below the level of section 56 Managers in accordance with the municipal recruitment policy • Be responsible for all the income and expenditure of the municipality • To be responsible for all assets and the discharge of all liabilities of the municipality • Be responsible for proper and diligent compliance with the MFMA and other legislation • Consider appeals from a person whose rights are affected by a decision taken under delegated authority of a staff member other than the Municipal Manager, provided that the decision by the Municipal Manager may not retract any rights that may have been accrued as a result of the original decision.

### PLEASE NOTE:

- We appreciate your demonstrated interest of being part of Letsemeng Local Municipality.
- Only SA citizens or permanent residents are eligible to apply.
- **Application form:** The applicant must submit an originally completed standard application form (Annexure C of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers) which is available from all municipal offices of the above-mentioned towns, or can be downloaded on the Letsemeng Local Municipality's website; [www.letsemeng.fs.gov.za](http://www.letsemeng.fs.gov.za).

**Applications which are not on the Annexure C application form will automatically be disqualified.** Applications must be accompanied by detailed CV containing at least three contactable references (telephonically and e-mail) and certified copies (not older than 3 months) of qualifications, ID/ proof of permanent residency, and driver's license. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof.

- Shortlisted candidates will be subjected to vetting processes (i.e. reference and qualification checks as well as any previous misconduct or criminal record verification) to determine suitability. Applicants submitting their curriculum vitae in response to this advertisement specifically agree and authorize Letsemeng Local Municipality and/or its representatives to undertake the necessary confirmation/ certification of any information or documents in the curriculum vitae. The applicant therefore gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act (include signed consent letter).
- Recommended candidate(s) will be subjected to a two-day Competency Based Assessment prior appointment in terms of Annexure A (Competency Framework for Senior Managers) of Notice No.21 of Government Gazette No.37245 of 17 January 2014;
- **The successful candidate:** Will be stationed at the administrative offices of the Municipality as situated at Koffiefontein; which is 140 km south of Bloemfontein but will be expected to regularly visit the towns that comprise the municipality. The appointee will be expected to sign an employment contract on or before assumption of duty, and performance agreement and disclosure of financial interest within 60-days of appointment and annually within 30 days of the new financial year thereafter.
- On appointment the appointee should not be holding any political office in a political party whether in a permanent, temporary or acting capacity.
- **E-temporal applications will be accepted and please send to [pamayor@letsemeng.gov.za](mailto:pamayor@letsemeng.gov.za), faxed applications will not be accepted. The Municipality reserves the right to reference check all short-listed candidates and verify their qualifications.** The employer reserves the right not to fill the position if no suitable candidate is found. Correspondence will be limited to short listed candidates only. Applicants who have not been contacted within 30-days from the closing date should consider their applications unsuccessful.
- **NB: All applicants who applied previously are encouraged to re-apply for the above position.**

### APPLICATIONS SHOULD BE DIRECTED TO:

**The Mayor (Cllr RBI Mocwaledi) Letsemeng Local Municipality, Private Bag X3, Koffiefontein 9986 or applications can be hand delivered to the office of the Mayor at the municipal offices in Koffiefontein. Please e-mailed to : [pamayor@letsemeng.gov.za](mailto:pamayor@letsemeng.gov.za)**

**Enquiries: All enquiries in this regard should be directed to the Mayor's Office**

**Tel: (053) 330 0220, during office hours.**

**Publication Date: 20 April 2025**

**Closing Date: 9 May 2025**

Approved by: Cllr RBI Mocwaledi

**Mayor: Letsemeng Local Municipality**