

Privaatsak/Private Bag X3  
KOFFIEFONTEIN  
9986

LETSEMENG RAAD/COUNCIL



FOON/PHONE:  
(053) 33 00200  
FAKS

(053) 3300 200

E-mail: [letse@letsemeng.gov.za](mailto:letse@letsemeng.gov.za)

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.

VACANCIES

OFFICE OF THE MAYOR

PERSONAL ASSISTANT TO THE MAYOR

(Fixed 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 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 and tertiary qualifications will be added advantage

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

**Remuneration:** R 407 585.06 per annum

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 200/205

**Closing date: 30<sup>th</sup> May 2026**

A handwritten signature in black ink, appearing to read 'ST Maneli', is written over a horizontal line.

ST MANELI  
ACTING MUNICIPAL MANAGER