



LETSEMENG COUNCIL/LETSEMENG RAAD



Letsemeng Local Municipality

Government  government jobs

LETSEMENG LOCAL MUNICIPALITY VARIOUS POSITIONS

PUBLISHEDTEXT 14 JUN 2026

EXTERNAL JOB ADVERTISEMENTS

Letsemeng Local Municipality subscribe to the principle of Affirmative Action and its administrative offices are situated in Koffiefontein, 140 km south of Bloemfontein in the Free State. Letsemeng Local Municipality incorporates the following towns Koffiefontein, Petrusburg, Jacobsdal, Luckhoff and Oppermansgronde.

To this end in line with the Local Government: Systems Amendment Act, No.3 of November 2022, the Municipal Manager seeks to fill the following vacancies and strategic positions on a permanent basis:

POSITION

REPORTING TO

TERM OF CONTRACT

LOCATION TO BE STATIONED AT

REMUNERATION

REQUIREMENTS



OTHER REQUIREMENTS

ADDED ADVANTAGE

YEARS OF EXPERIENCE

KNOWLEDGE

CORE FUNCTIONS

DIRECTOR CORPORATE SERVICES

Municipal Manager

Permanent

Koffiefontein

Remuneration Package per Annum: R1 174 283 (Minimum), R1 202 466 (Lower), R 1 231 325 (Midpoint), R1 260 877 (Upper), R1 291 138 (Maximum) plus a 4% of remote allowance and all-inclusive as determined by Notice No: 54505 of 14 April 2026 on upper limits for Senior Managers: Category 2 Municipality. The pay scale will be determined by competence-based assessment outcome, experience and qualifications.

● Bachelor's Degree in Public Administration/Management Science/Law or equivalent qualification ● Competencies as set out in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, GN 21, GG 37245 dated 17 January 2014. ● Compliance in terms of the financial and supply chain management competency areas in terms of GN R493 as published in GG no 29967 of June 2007 municipalities where granted exemption from Regulation 15 and 18 of GG 29967 under Notice and No 40593 of 3 February 2017, subject to condition of compliance with minimum competency levels within 18 months of date of employment) Excellent facilitation and communication skills in at least two (2) of the three (3) official languages of the Free State province.

● The appointed candidate must be a South Africa Citizen or permanent resident with no criminal record. ● He/she must be in possession of a valid driver's license and a



suitable vehicle for proper performance of his/her functions; and Willingness to work irregular hours with extensive travelling;

- Certificate in Municipal Financial Management Programme (MFMP) in terms of GN R493 as published in GG no 29967 of June 2007 will be an added advantage.

- Minimum of five (5) years' experience at middle management level in local government
- Have proven successful management experience in administration.

- Good knowledge and understanding of relevant policies and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Good knowledge of corporate support service, including: Human Capital Management, Legal Services, Facilities Management, Information Communications Technology (ICT), Council Support, Registry and Office Auxiliary Services, Communications and Customer Relations Management;
- Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- Good Governance;
- Labour Relations Act, and other labour related prescripts;
- Legal background and human capital management;
- Knowledge of coordination and oversight of all specialised support functions;
- Knowledge of local government environment, excellent communication and negotiating skills at all levels of local government; Good skills in conflict resolutions, problem solving and ability to be decisive.

- Human Resource Management
- Legal Services
- Information and Communication Technology (ICT)
- Communication and Customer Relations Management
- Administration Services
- Corporate support to other directorates

POSITION

REPORTING TO

TERM OF CONTRACT

LOCATION TO BE STATIONED AT

REMUNERATION



REQUIREMENTS

OTHER REQUIREMENTS

ADDED ADVANTAGE

YEARS OF EXPERIENCE

KNOWLEDGE

CORE FUNCTIONS

DIRECTOR COMMUNITY SERVICES

Municipal Manager

Permanent

Koffiefontein

Remuneration Package per Annum: R 1 174 283 (Minimum), R 1 202 466(Lower), R 1 231 325 (Midpoint), R1 260 877 (Upper), R1 291 138 (Maximum) plus a 4% of remote allowance and all-inclusive as determined by Notice N: 54505 of 14 April 2026 on upper limits for Senior Managers: Category 2 Municipality. The pay scale will be determined by competence-based assessment outcome, experience and qualifications.

- Bachelor's Degree in Social Sciences/ Public Administration/Law or equivalent qualification.
 - Competencies as set out in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, GN 21, GG 37245 dated 17 January 2014.
 - Compliance in terms of the financial and supply chain management competency areas in terms of GN R493 as published in GG no 29967 of June 2007 municipalities where granted exemption from Regulation 15 and 18 of GG 29967 under Notice and No 40593 of 3 February 2017, subject to condition of compliance with minimum competency levels within 18 months of date of employment)
 - Excellent facilitation and communication skills in at least two (2) of the three (3) official languages of the Free State province.
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- The appointed candidate must be a South Africa Citizen or permanent resident with no criminal record.
- He/she must be in possession of a valid driver's license and a suitable vehicle for proper performance of his/her functions; and
- Willingness to work irregular hours with extensive travelling;

- Certificate in Municipal Financial Management Programme (MFMP) in terms of GN R493 as published in GG no 29967 of June 2007 will be an added advantage
- Registration with the South African Council for Social Services, Professionals (SACSSP), or similar recognised relevant professional body

- Minimum of five (5) years' experience at middle management in local government
- Have proven successful institutional transformation within public or private sector

- Good knowledge and understanding of relevant policies and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Understanding of council operations and delegation of powers, as well as- o Health service management o Cemetery Management o Public Safety; and o Parks and recreation management
- Good knowledge of supply chain management regulations and the preferential procurement policy framework Act, 2000 (Act No. 5 of 2000)
- Local government powers and functions, including assignment of national and provincial functions;
- Labour relations Act, and other labour related prescripts
- Legal background and human capital management
- Knowledge of coordination and oversight of all specialized support functions
- Knowledge of local government environment, excellent communication and negotiating skills at all levels of local government
- Good skills in conflict resolutions, problem solving and ability to be decisive

- Responsible for provision of recreational and sporting facilities arts and cultural facilities;
- Provide Solid Waste Management services
- Integrated environmental management services,
- Cemetery management services and cleansing services that are sustainable,
- Accessible and affordable to all communities within Letsemeng Local Municipality
- Within the framework of legal standards and regulations;
- To ensure public safety of the community by preventing and protecting public from dangers affecting safety such as disaster.
- Lead and provide guidance on institutional governance systems,
- Performance management and relevant policies and legislations.

POSITION



REPORTING TO

TERM OF CONTRACT

LOCATION TO BE STATIONED AT

REMUNERATION

MINIMUM REQUIREMENTS

OTHER REQUIREMENTS

ADDED ADVANTAGE

YEARS OF EXPERIENCE

KNOWLEDGE, SKILLS AND COMPETENCIES

DIRECTOR TECHNICAL SERVICES

Municipal Manager

Permanent

Koffiefontein

Remuneration Package per Annum: R 1 174 283 (Minimum), R 1 202 466 (Lower), R1 231 325(Midpoint), R1 260 877(Upper), R 1 291 138 (Maximum) plus a 4% remote allowance and all-inclusive as determined by Notice N: 54505 of 14 April 2026 on upper limits for Senior Managers: Category 2 Municipality. The pay scale will be determined by Competency Based Assessment outcome, experience and qualifications.

Bachelors of Sciences Degree in Engineering/ B Tech: Engineering; or equivalent.



- The appointed candidate must be a South Africa Citizen or permanent resident with no criminal record.
- He/she must be in possession of a valid driver's license and a suitable vehicle for proper performance of his/her functions; and
- Willingness to work irregular hours with extensive travelling;
- Excellent facilitation and communication skills in at least two (2) of the three (3) official languages of the Free State province.

- Certificate of competency as required in terms of the General Machinery Regulations, 1998 or
- Certificate in Municipal Finance Management Program (MFMP) (SAQA Qualification ID No. 48965) or Certificate Program in Municipal Development (CPMD) or attain the qualification within 18 months from date of appointment;
- Registration/ with a relevant recognized relevant engineering Professional body.

- Minimum of five (5) years' experience at middle management level in local government or as programme/project manager and;
- 3-4 years must be at professional/management level engineering management experience

- To oversee the rendering of civil engineering services and mechanical, technical maintenance services
- Rendering of electrical distribution and maintenance services, provision of water and wastewater services
- Plan, organize, control and manage all technical related functions within the Department of Technical Services
- Manage the planning and the implementation process of approved projects (Project Management Units)
- Possess good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding and relevant policies and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Good knowledge of corporate support service, including Human Capital Management
- Must be able to formulate engineering master planning; project management and implementation
- Must have extensive knowledge and understanding of public office environment and
- Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- Good Governance;
- Labour Relations Act, and other labour related prescripts;
- Legal background and human capital management;
- Knowledge of coordination and oversight of all specialised support functions;
- Good skills in conflict resolutions, problem solving and ability to be decisive.
- Must meet competency levels (Leading & Core Competencies) for Senior Managers as published in the Government Gazette No 37245 dated 17 January 2014
- Governance, ethics and values in public sector
- Extensive planning and management skills, good interpersonal skills, negotiation skills, conceptual and analytical skills
- Excellent communication and report writing skills
- Computer literacy in MS Word, Excel and PowerPoint.



POSITION

REPORTING TO

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REMUNERATION

MINIMUM REQUIREMENTS

OTHER REQUIREMENTS

ADDED ADVANTAGE

YEARS OF EXPERIENCE

KNOWLEDGE, SKILLS AND COMPETENCIES

CORE FUNCTIONS

CHIEF FINANCIAL OFFICER

Municipal Manager

Permanent

Koffiefontein

Remuneration Package per Annum: R 1 174 283 (Minimum), R 1 202 466(Lower), R1 231 325(Midpoint), R1 260 877(Upper), R1 291 138 (Maximum) plus a 4% of remote allowance and all-inclusive as determined by Notice No: 54505 of 14 April 2026 on upper limits for



Senior Managers: Category 2 Municipality. The pay scale will be determined by competence-based assessment outcome, experience and qualifications.

Meeting the competencies as set out in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, GN 21, GG 37245 dated 17 January 2014 must have: • Bachelor' Degree in accounting, Finance, Economics or a relevant qualification registered on the National Qualifications Framework at an NQF level 7 with minimum credits of 360.

- The appointed candidate must be a South Africa Citizen or permanent resident with no criminal record.
- He/she must be in possession of a valid driver's license and a suitable vehicle for proper performance of his/her functions; and
- Willingness to work irregular hours with extensive travelling;
- Excellent facilitation and communication skills in at least two (2) of the three (3) official languages of the Free State province.

- Certificate in Municipal Finance Management Program (MFMP) (SAQA Qualification ID No. 48965) or Certificate Program in Municipal Development (CPMD) or attain the qualification within 18 months from date of appointment;
- Any additional relevant qualification;
- Proven successful institutional transformation within public and private sector
- Registration/membership with a relevant recognized Professional body.

- Minimum of five (5) years' experience at middle management level in local government Finance
- Have proven successful management experience in administration.

- Be responsible and accountable for the management of the Financial Services department regarding policy making, organizing, Financing and personnel management, utilization and discipline.
- The ability to compile a Municipal Budget and Annual Financial statements
- Be responsible for governance management and control.
- Advice Council the Mayoral Committee, Accounting Officer and senior management on the exercising of powers and duties assigned to the accounting offices in terms of the MFMA.
- Supervise and execute powers over the recording of financial transactions to ensure that all financial transactions are accounted for.
- Ensure the implementation of GRAP standards.
- Prepare annual financial statements.
- Compile the budget according to MTREF standards
- Supervise and control financial aspects of capital projects (financial, loan approvals, borrowing powers)
- Be responsible for assets register
- Ensure the development and implementation of strategies that have measurable positive impact on financial performance.
- Take overall responsibility and accountability for all income, expenditure, assets and discharge of all liabilities of the Municipality
- The incumbent will be required amongst other, to perform functions as envisage in the MFMA Act No. 56 of 2003 Chapter 9 section B1, B2 and B3
- Good



skills in conflict resolutions, problem solving and ability to be decisive. ● Must meet competency levels (Leading & Core Competencies) for Senior Managers as published in the Government Gazette No 37245 dated 17 January 2014 ● Governance, ethics and values in public sector ● Extensive planning and management skills, good interpersonal skills, negotiation skills, conceptual and analytical skills ● Excellent communication and report writing skills ● Computer literacy in MS Word, Excel and PowerPoint.

● Strategic leadership and management ● Strategic Financial management ● Operational financial management ● Financial and performance reporting ● Risk and change management ● Legislation policy and implementation ● Understanding and knowledge of financial computer systems ● Supply chain management ● GRAP standards

PLEASE NOTE:

- Applicants must download and fill in an Application Form (Annexure C) available from all municipal offices in the above-mentioned towns, or can be downloaded from Letsemeng Local Municipality's website; www.letsemeng.gov.za which is also accessible on www.gpwonline.co.za or directly from the Government Notice No. 21 of 17 January 2014 (Annexure C). No Applications will be considered if it is not on the Official Application Form. The application form must be accompanied by detailed CV, originally certified copies (not older than 6 months) of qualifications, Identity document, driver's licence and covering letter depicting the reference number of the post applied for;
- Applicants submitting their curriculum vitae in response to this advertisement specifically agree and authorise Letsemeng Local Municipality and/or its representatives to undertake the necessary confirmation/ certification of any information or document in the curriculum vitae in adherence to the POPI Act (include signed consent letter);
- Faxed or e-mailed applications will not be accepted;
- Late applications will not be considered; post delays must be considered by the applicant.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof;
- Short-listed candidates will be subjected to reference checks, criminal record check, verification of qualifications and signing of indemnity forms;
- Recommended candidate will be subjected to a competency-based assessment over 2 day's 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 required to sign an Employment Contract before assumption of duty, a Performance Agreement within 60 days of appointment and then



annually within 30 days of the new financial year and the necessary Disclosure of Financial Interest Forms as well as undergoing the necessary Security Vetting Processes;

- On appointment the appointee should not be holding any political office in a political party whether in a permanent, temporary or acting capacity;
- The successful candidate will be reporting directly to the Accounting Officer and will be stationed at Letsemeng Local Municipality's head office situated in Koffiefontein but may be deployed anywhere within the municipal jurisdiction depending on the operational requirements. It will also be expected to regularly visit the towns that comprise the municipality.
- Due to the large number of applicants, correspondence will be limited to the short-listed candidates only. If you have not been contacted within a period of three (3) months after the closing date of the advertisement, kindly accept that your application has been unsuccessful.
- Council reserves the right not to appoint any applicant to this position;
- A candidate who canvasses for preference will be disqualified.

APPLICATIONS SHOULD BE DIRECTED TO:

Acting Municipal Manager: Mr M Jafta

All applications should be posted to Private Bag X3 Koffiefontein OR hand delivered to the office of the Municipal Manager, No 07 Grootrek Street, Koffiefontein, 9986

CLOSING DATE:

13 July 2026

ENQUIRIES:

All enquiries in this regard should be directed to: Acting Municipal Manager, Mr M Jafta, Tel: 053 330 0210

M Jafta

Acting Municipal Manager

Job details

Various positions

Letsemeng Local Municipality