



**LOCAL MUNICIPALITY OF LEKWA**

The Lekwa Local Municipality with its seats in Standerton, invites applications from qualified, motivated and innovative individuals for the following positions to become part of and join a dynamic and growth orientated Local Authority.

**EXTERNAL ADVERTISEMENT**  
**POSITION: CHIEF OF STAFF (CONTRACT APPOINTMENT LINKED TO POLITICAL OFFICE BEARER)**  
**LOCATION: STANDERTON**  
**REFERENCE NUMBER: MM/COS/01**  
**SALARY: R 1 126 567.92 Task Grade 16 (Total cost to the employer)**

**Minimum Requirements**

- B Degree Public Admin/Management or Political Science or Equivalent qualification at NQF 7
- 3-5 years relevant Public Service experience (at middle management level)
- Understanding of the local and South African political landscape and political dynamics
- Good communication skills, interpersonal, analytical, and organising skills
- Good management and leadership skills including stakeholder management
- Strong computer skills (Microsoft Office) • Valid driver's licence

**Key Performance Areas**

- Lead and manage all staff in the office of the Executive Mayor to ensure efficiency and/or effectiveness in the office.
- Prepare, manage and control the Office of the Executive Mayor's annual operational budget, ensuring the effective and efficient functioning of the Office within the budgetary constraints of the Council.
- Facilitate and provide administrative and political support to the Executive Mayor with regard to all functions in the Executive Mayor's Office
- Oversee the development and implementation of strategies and operational policies in the Office of the Executive Mayor according to legislation and Council policies and procedures
- Deal with high-level and confidential correspondence on behalf of the Executive Mayor that does not require political advice, but requires a direct response from the Executive Mayor • Oversee the provision of communications services for the Executive Mayor
- Organise and prepare for media briefings and interviews in liaison with the Communications Unit
- Serve as liaison between the administration and the Executive Mayor

**Inherent requirements**

Research and report writing capability • Sound and professional interpersonal skills • Ability to give attention to detail • Administrative, and organizational skills • Problem Solving Skills • Ability to handle pressure and meet deadlines • Strong sense of responsibility • Decision making skills.

**Please Note:**

1. Interested applicants meeting the requirements are requested to forward an application form, comprehensive Curriculum Vitae, together with originally certified copies of qualifications and identity documents to **The Municipal Manager (Attention Manager Human Resources), PO Box 66, Standerton, 2430** or hand-deliver such at the **Lekwa Local Municipal Administrative Building, Corner Dr Beyers Naude and Mbonani Mayisela Street, Standerton.**
2. Faxed, e-mailed and late applications will not be considered.
3. Correspondence will only be entered into with shortlisted candidates Applicants who have not been contacted within sixty (60) days of the closing date should consider their applications unsuccessful
4. Lekwa Local Municipality reserves the right not to make any appointment.
5. The submission of an application gives Lekwa Local Municipality the right to make inquiries necessary to obtain information regarding the applicant's background. Such enquiry will include current and previous employers, criminal record as well as academic institutions. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA).
6. Canvassing Councillors or officials for the appointment is strictly prohibited and will automatically disqualify the applicant.
7. People from previously disadvantaged groups and people with disability are encouraged to apply &
8. The application for employment form obtainable from the lekwa local municipality website at [www.lekwalm.gov.za](http://www.lekwalm.gov.za) must be completed.
9. For further enquiries please contact the Human Resources Administration Officer, **Ms E.N. Gqwashu** at [fgqwashu@lekwalm.gov.za](mailto:fgqwashu@lekwalm.gov.za)

Notice: 02/2024

Closing date for application: 12 February 2024

  
M. LANGA  
MUNICIPAL MANAGER