



LOCAL MUNICIPALITY OF LEKWA

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

EXTERNAL ADVERTISEMENT

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
POSITION: MANAGER MORGENZON AND TUTUKANI SATELLITE OFFICE (PERMANENT)
LOCATION: MORGENZON AND TUTUKANI
REFERENCE NUMBER: MP305/MM/MMTO/1
SALARY: R 703 218,45 PER ANNUM TASK GRADE 16

Minimum Requirements

- B Degree Public Administration or equivalent (NQF 7)
- 5 years' relevant experience
- Good communication skills, interpersonal, analytical and organising skills
- Good management and leadership skills including stakeholder management
- Excellent written and verbal communication skills
- Computer literacy (MS Word, Excel, Power Point)
- Valid Driver's licence.


Key Performance Areas

- Oversee the development and implementation of strategic and operational policies in the Satellite office according to legislation and Council policies and procedures
- Prepare, manage and control the capital and operational budget of the Satellite Office to ensure effective and efficient functioning within budgetary constraints of Council
- Oversee the management of all equipment and capital resources within the office
- Manage proper interface and communication between all Executive Offices to ensure efficient and effective service delivery to the community of Lekwa
- Ensure implementation of Council Resolutions
- Draw up strategic business plans for funding and grants purposes

Inherent requirements

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

Please Note:

1. Interested internal 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 Beyer Naude and Mbonani Mayisela Street, Standerton.**
2. Faxed or e-mailed 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
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 Form for Employment obtainable from the Lekwa Local Municipality website at www.lekwalm.gov.za. Must be completed.
9. For further enquiries please contact the Human Resources Administration Officer, Mr. F.N. Gqwashu at fgqwashu@lekwalm.gov.za.

Notice: 29/2024

Closing date for applications: 21 October 2024

MJ LAMOLA
MUNICIPAL MANAGER

