



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: PUBLIC PARTICIPATION AND OUTREACH COORDINATOR X2
DEPARTMENT: OFFICE OF THE SPEAKER
Reference number: MP305/MM/OS/005
Salary: R272 345, 74 per annum Task Grade 09
(CONTRACT APPOINTMENT LINKED TO OFFICE BEARER)

Minimum Requirements

- Grade 12
- Three-year relevant tertiary qualification/Diploma in Management Assistant/Public Administration or any equivalent qualification
- 1-2 years' relevant office support
- Computer Literacy
- Good numerical skills
- Written and verbal communication skills
- Code 10 drivers Licence

Key Performance Areas

- Becoming personally involved in the activities of Community Liaison and projects.
- Conducting educational awareness campaign;
- Facilitating hailing and distribution of flyers.
- Being pro-active with the monitoring of projects;
- Assisting and advising Councillors on specific and general matters
- Attending to all administration functions related to the community liaison process
- Conducts community training programmes and evaluates such programmes.
- Provide administrative support to Councillors, Ward Committees and Community Development Workers.
- Communicating with the immediate superior on specific Key Performance Areas (communication, relationship management, strategic events) with a view to aligning functions and objectives.
- Analysing the adequacy of current approaches and submit reports.

Inherent requirements

- Attention to detail, Administrative and Organisational skills, Ability to work under pressure with a team and within a set time frames, excellent verbal and written communication skills, community and customer focus, problem solving, negotiation and influencing, communication and resilient.

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 or e-mailed applications will not be considered.
3. Correspondence will only be entered into with the 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 serves 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 inquiry will include current and previous employers, criminal record as well as academic institutions.
6. Canvassing Councillors or officials or 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 must be completed.
9. For further enquiries please contact the Acting Human Resources Administration Officer, Mr. F. Gqwashu at fgqwashu@lekwalm.gov.za or 0177129820

Notice: 41/2024

Closing date for applications: 7 February 2025


M.J. LANGOLA
MUNICIPAL MANAGER