

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 in the office of the Municipal Manager
Standerton**

Reference number: MP305/MM/MMM/01

**Salary: 713 766.72 per annum. Task Grade 16
Permanent position**

Minimum Requirements

- Bachelor's Degree Public Administration or equivalent
- 5 years' relevant experience
- Excellent written and verbal communication skills
- Good knowledge and interpretation of policies and legislation
- Computer literacy (MS Word, Excel, Power Point)
- Valid Driver's licence.

Key Performance Areas

- Management of the Office of the Municipal Manager
- Ensure sound financial management for the division to meet its objective
- Planning and execution of special projects from the Office of the Municipal Manager
- Provide research support for the Office of the Municipal Manager
- Receive escalated service delivery complains form the Community and dispense them accordingly
- Serve as a link between Political Offices in receiving service delivery complains and ensure attendance by HODs and Divisional Managers.
- Monitor Ad-hoc committees established by the Municipal Manager for specific service deliverables, tasks or issues
- Ensure effective and efficient use of human resources in achieving the division's objectives
- Ensure good administration and governance
- Facilitate and enforce legislations and maintain good relations with stakeholders and members of the community

Inherent requirements

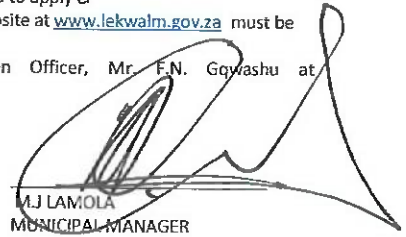
Problem-solving skills • Research and report writing capability • Sound and professional interpersonal skills • Ability to give attention to detail • Administrative, and organizational skills • Ability to handle pressure and meet deadlines • Strong sense of responsibility • Decision making skills.

Please Note:

1. Interested 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), P.O. 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 must be completed.
9. For further enquiries please contact the Human Resources Administration Officer, Mr. F.N. Gqwashu at fgqwashu@lekwalm.gov.za

Notice: 22/2025

Closing date for application: 21 July 2025


**M.J. LAMOLA
MUNICIPAL MANAGER**