



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.

INTERNAL/EXTERNAL ADVERTISEMENT
DEPARTMENT: COMMUNITY SERVICES AND SAFETY
POSITION: GENDER AND DISABILITY COORDINATOR (PERMANENT)
LOCATION : STANDERTON
REFERENCE NUMBER: MP305/CSS/GDC/01
Salary: R304 068.42 per annum Task Grade 09

Minimum Requirements

- Grade 12
- Diploma in Social Sciences/Public Administration/Community Development, Gender and Disability Studies or an equivalent qualification at NQF6
- 2-3 years' relevant experience in gender, disability, community development, social development or related programmes
- Good verbal and written communication skills
- Ability to work independently and as part of a team
- Computer literacy in MS Office applications
- The incumbent must have a valid driver's licence or have the drivers' licence within 12 months of employment.

Key Performance Areas

- Coordinate and implement Gender, Disability, Senior Citizens and Special Programmes initiatives within the Municipality.
- Liaise with National, Provincial and Local Government departments, NGOs, community-based organisations and other stakeholders to support gender and disability programmes.
- Facilitate skills development, awareness campaigns, learnership programmes and empowerment initiatives aimed at improving socio-economic opportunities for women, persons with disabilities, youth and senior citizens.
- Coordinate and support the functioning of Gender and Disability Forums and related community structures.
- Organise and coordinate commemorative events and awareness programmes, including Women's Day, Disability Awareness initiatives and Senior Citizens programmes.
- Promote community participation and stakeholder involvement in special programmes and development projects.
- Assist in the development and implementation of policies, strategies, action plans and programmes relating to gender mainstreaming and disability inclusion.
- Coordinate funding applications and support resource mobilisation for Gender and Disability programmes.
- Compile reports, statistics, business plans and submissions for Council, Portfolio Committees and relevant stakeholders.
- Ensure that Gender and Disability priorities are incorporated into municipal planning processes, including the Integrated Development Plan (IDP).
- Establish and maintain partnerships with government institutions, state agencies, the private sector and development organisations to advance special programmes.
- Perform administrative and monitoring functions related to gender, disability and senior citizens programmes.

Inherent Requirements

• Knowledge of legislation, policies and frameworks relating to gender equality • Understanding of local government systems and community participation processes • Ability to prepare reports and presentations • Ability to prepare reports and maintain records • Good conflict resolution and stakeholder management skills • Ability to work in all weather conditions

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 Acting 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. Should you be in possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
6. The successful applicant must enter into a Performance Agreement with the Employer
7. Canvassing Councillors or officials or the appointment is strictly prohibited and will automatically disqualify the applicant.
8. People from previously disadvantaged groups and people with disability are encouraged to apply .
9. The application for employment form obtainable from the Lekwa Local Municipality website at www.lekwalm.gov.za must be completed. **Applications not submitted with the fully completed official form will not be considered.**
10. For further enquiries please contact the Acting Human Resources Administration Officer, Ms Phindile Lubisi at plubisi@lekwalm.gov.za /017719819

Notice: 33//2026

Closing date for applications: 25 August 2026


T MTSHISELWA
ACTING MUNICIPAL MANAGER