



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: SPORTS AND RECREATION COORDINATOR (PERMANENT)

REFERENCE NUMBER: MP305/CSS/SRC/01

Salary: R304 068.42 per annum Task Grade 9

Minimum Requirements

- Grade 12
- Diploma in Sports Administration or equivalent at NQF6
- 2-3 years' relevant experience in sports administration, sports development, recreation or related field
- 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 facilitate sports development programmes and projects within the municipal area.
- Liaise with sports councils, clubs, schools, provincial departments, federations, communities, and other stakeholders to promote sport and recreation.
- Assist with the establishment, development, and sustainability of sports structures and organizations.
- Coordinate coaching clinics, training programmes, workshops, and capacity-building initiatives for sports leaders and participants.
- Assist in organizing municipal sports tournaments, leagues, exhibitions, recreational activities, and special events.
- Facilitate the upgrading, maintenance, and effective utilization of municipal sports facilities.
- Coordinate venue bookings and support arrangements for sports events and activities.
- Compile reports, statistics, budgets, expenditure reports, and cash flow projections related to sports development programmes.
- Maintain databases of sports organizations, athletes, and sports-related information.
- Monitor and evaluate grant funding allocated to sports organizations and verify compliance with funding requirements.
- Promote partnerships and fundraising initiatives aimed at supporting sports development.
- Attend meetings, prepare agendas and minutes, and provide administrative support to sports-related forums and structures.
- Compile progress reports and submit recommendations to management.
- Promote community participation in sports and recreational activities

Inherent Requirements

• Sound knowledge of sports administration and development principles • Knowledge of local government processes and community development initiatives • Good organisational planning and coordination skills • Ability to prepare reports and maintain records • Good conflict resolution and stakeholder management skills • Ability to work in all weather conditions

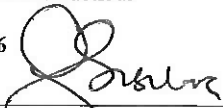
Please note:

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