



An area of unfound diversity

**Xhariep**

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461  
[molctsancl@xhariep.gov.za](mailto:molctsancl@xhariep.gov.za) Website: [www.xhariep.fs.gov.za](http://www.xhariep.fs.gov.za)

Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare. Xhariep District Municipality subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the municipality are situated at Trompsburg; which is 125 km's south of Bloemfontein.

To this end, the municipality seeks to fill the following vacant positions

EXTERNAL JOB ADVERTISEMENT	
<b>POST NO</b>	
<b>1</b>	<b>Title</b>
	<b>Manager in the Office of the Executive Mayor</b>
<b>Reporting</b>	<b>Director Corporate Services</b>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>✓ Managing the Office of the Executive Mayor, oversee all activities of the office.</li> <li>✓ Liaise with other Municipalities, Institutions and Stakeholders.</li> <li>✓ Research and draft speeches for the Executive Mayor.</li> <li>✓ Draft submission, memorandum, briefing notes, presentation, reports, and other documentation as required.</li> <li>✓ Assist with special projects and programmes.</li> <li>✓ Arrange and Coordinate all meetings and /workshop as required.</li> <li>✓ Attend to visitors in the office of the Executive Mayor in professional and efficient way.</li> <li>✓ Handle all logistical support for the Mayor.</li> <li>✓ Work with Internal and External Stakeholders.</li> </ul>
<b>No of positions</b>	1
<b>Location</b>	Trompsburg
<b>Qualification</b>	A relevant three-year tertiary qualification, preferably a National Diploma or B degree; and • Computer Literacy: MS Office
<b>Remuneration</b>	<b>R646 256,40</b>
<b>Experience</b>	8 years or more relevant experience of which 2 years must be at Supervisory level
<b>Knowledge and Scope of work</b>	Good Communication Skills Computer Skills Report writing Skills Administration Understanding. Sound knowledge of legislative process at the Municipality level.
<b>Behavioural Competencies</b>	Self-motivated and driven. Report preparation and presentation skills. Working on strict deadlines Ability to work unsocial hours. The ability to deal with conflict and capacity to withstand stress

<b>2</b>	<b>Title</b>	<b>Manager in the Office of the Speaker</b>
<b>Reporting</b>		<b>Director Corporate Services</b>
<b>Responsibility</b>		<ul style="list-style-type: none"> <li>✓ Managing the Office of the Speaker, oversee all activities of the office .</li> <li>✓ Liaise with other Municipalities, Institutions and Stakeholders.</li> <li>✓ Research and draft speeches for the Speaker .</li> <li>✓ Draft submission, memorandum, briefing notes, presentation, reports, and other documentation as required.</li> <li>✓ Assist with special projects and programmes.</li> <li>✓ Arrange and Coordinate all meetings and /workshop as required.</li> <li>✓ Attend to visitors in the office of the Speaker in professional and efficient way.</li> <li>✓ Handle all logistical support</li> <li>✓ Mobilise communities within Xhariep District Municipality to participate in the affairs of the Municipality</li> <li>✓ Participate in programmes and events organised by National and Provincial authorities that are designated to the benefits of the community of the Xhariep District Municipality.</li> <li>✓ Invite communities to council meetings.</li> </ul>
<b>No of positions</b>		1
<b>Location</b>		Trompsburg
<b>Qualification</b>		A relevant three-year tertiary qualification, preferably a National Diploma or B degree; and • Computer Literacy: MS Office
<b>Remuneration</b>		<b>R646 256,40</b>
<b>Experience</b>		8 years or more relevant experience of which 2 years must be at Supervisory level
<b>Knowledge and Scope of work</b>		<p>Good Communication Skills</p> <p>Computer Skills</p> <p>Report writing Skills</p> <p>Administration Understanding.</p> <p>Sound knowledge of legislative process at the Municipality level .</p>
<b>Behavioural Competencies</b>		<p>Emotional Intelligence</p> <p>Business Acumen complemented by astute strategic and lateral thinking.</p> <p>Confidentiality</p> <p>Integrity</p> <p>Working on strict deadlines</p> <p>Ability to work unsocial hour</p>
<p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>1. Applicants are informed that all the necessary checks/ vetting to ensure suitability will be conducted.</li> <li>2. Applications should include a covering letter; resume and certified copies of qualifications and ID.</li> <li>3. The reference checks will be done to all shortlisted candidates</li> <li>4. Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful.</li> <li>5. Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates only.</li> <li>6. People from designated groups are encouraged to apply for this position.</li> <li>7. Xhariep District Municipality reserves the right not to make any appointment and to re-advertise before a short list is compiled</li> <li>8. Electronic applications will be accepted.</li> <li>9. No late applications will be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.</li> <li>10. Submit separate applications when applying for posts and quote reference number.</li> <li>11. Preference will be given to local residents before considering candidates outside the Xhariep Municipal Area.</li> <li>12. <b>Applications must be on Staff member's personal data form obtainable in Gazette No. 45181 – <a href="http://www.gov.za">www.gov.za</a> appear as Table 12, page 1497</b></li> </ol>		

Applications should be directed to	The Municipal Manager : Ms LY Moletsane; Private Bag X136; Trompsburg; 9913 or email to: moletsanel@xhariep.gov.za
Enquiries	Mr Tefo Lebaka, Manager: Human Resources and Labour Relations Telephones: 051 713 9325
Date of Publication	15 <sup>th</sup> February 2022
Closing Date	22 <sup>nd</sup> February 2022
Municipal Manager	Ms LY Moletsane

Approved by:



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Ms LY Moletsane  
Municipal Manager  
Xhariep District Municipality