



An area of unfound diversity

**Xhariep**

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461  
municipalmanager@xhariep.gov.za Website: www.xhariep.fs.gov.za

Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare and Xhariep District Municipality subscribe 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

POST NO	EXTERNAL JOB ADVERTISEMENT (FIXED TERM CONTRACT)	
Ref. No. DCS013/03/2024	Job Title	HEAD OF THE OFFICE OF THE SPEAKER
1	Reporting Responsibility	<b>Director Corporate Services</b> <ul style="list-style-type: none"> <li>✓ Managing the office of the Speaker, oversee all activities of the office.</li> <li>✓ Manage communication in that office and stakeholders management on behalf of the Speaker.</li> <li>✓ Ease and manage the overall administration of the office.</li> <li>✓ Periodically, as per need, draft speeches for the Speaker.</li> <li>✓ Carry out background research and present finding.</li> <li>✓ Organise meetings and attend meetings and ensure that the Speaker is well prepared for meetings.</li> <li>✓ Mobilise communities within Xhariep District Municipality to participate in the affairs in the affairs of the Municipality.</li> <li>✓ Participate in programmes and events organised by National Provincial authorities that are designed to benefit the community of the Xhariep District Municipality.</li> <li>✓ Invite communities to council meetings. Engage in outreach programmes.</li> </ul>
	<b>No. of positions</b>	1
	<b>Location</b>	Trompsburg
	<b>Qualifications Requirements</b>	A relevant three-year tertiary qualification, preferably a National Diploma or B degree; and • Computer Literacy: MS Office
	<b>Remuneration</b>	<b>R746 357,70 (total cost to employer)</b>
	<b>Experience</b>	8 years or more relevant experience of which 2 years must be at Supervisory level.
	<b>Knowledge and Skills</b>	Good Communication Skills, Computer Skills, Report writing Skills, In depth knowledge of the administration of the local government.
	<b>Behavioural Competencies</b>	
	<ol style="list-style-type: none"> <li>1. Written Communication -The ability to communicate in writing as appropriate to specific audiences.</li> <li>2. Oral Communication- The ability to articulate a message in an understandable and convincing manner.</li> <li>3. Attention to Detail- Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards.</li> <li>4. Influencing -The ability to interact with others and influence them to adopt the best alternative from a range of options.</li> <li>5. Ethics and Professionalism -The ability to identify and deal with ethical issues and conflicts of interest.</li> <li>6. Organisational Awareness - The ability to understand the Municipality's objectives, and the impact of decisions on the community and the functioning of the department.</li> <li>7. Problem Solving - The ability to identify potential problem areas, to break the problem into component parts, generates potential solutions, select an option and implement it.</li> </ol>	

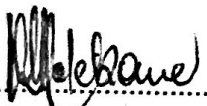
Planning and Organising - The ability to plan activities within specific timeframes and then to execute these activities according to plan.

**Please note :**

1. Applications must be on Application Form for Employment obtainable in Gazette No. 45181 –www.xhariep.gov.za appear as Annexure B in Page 762 of 770
2. Applications should include resume and certified copies of qualifications and ID.
3. It's the applicant responsibility to have foreign qualification to be evaluated by the South African Qualification Authority (SAQA) and to attach the proof thereof.
4. Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful.
5. Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates only.
6. People from designated groups are encouraged to apply.
7. No late applications will be considered.
8. Canvassing of any officials or Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
9. Applicants submitting their Curriculum Vitae to this advertisement automatically agree and authorise Xhariep District Municipality and or/ its representative to undertake necessary confirmation of any information or certificate in the curriculum vitae or accompanied documents. ***The applicant therefore gives consent that any information may be accessed for verification in adherence to the POPI Act.***
10. On appointment the appointee should not be holding any political office in a political party, whether permanent, temporary or acting.
11. Xhariep District Municipality reserves the right not to make any appointment and to re-advertise before a short list is compiled.

Applications should be directed to	The Municipal Manager: Ms LY Moletsane, 20 Louw Street, Trompsburg, 9913 NB: (No electronic applications will be accepted)
Enquiries	Mr. Tefo Lebaka Manager: Human Resources and Labour Relations Telephones: 051 0112238
Date of Publication	19 March 2024
Closing Date	04 April 2024

**Approved by:**

  
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**Ms. LY Moletsane**  
**Municipal Manager**