



KGATELOPELE MUNICIPALITY

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

OFFICE OF THE MAYOR

MANAGER: OFFICE OF THE MAYOR (CONTRACT POSITION based on the political term of the incumbent Mayor) REF KLM 04-2022/2023

AN ALL INCLUSIVE ANNUAL REMUNERATION PACKAGE OF R458 750.00 (Task 14)

REQUIREMENTS

- equivalent qualification or and relevant tertiary qualification.
- Computer literacy
- An understanding of the social, political and public policy environment within which the mayor operates.
- Institutionalized general knowledge of local government and or broad knowledge of legislative framework in local government
- Analytical skills on variety of topics
- Experience in socio-political and labour leadership
- Strategic thinker with good communication and management skills
- Intellectual authority and an understanding of national, provincial and local issues.

KEY PERFORMANCE AREAS

- Provide advisory and support service to the mayor with regard to political and topical issues that affects the municipality
- Manage, organise ensure implementation of the Mayoral special projects and plays an oversight and works with Community Development Workers (CDW's) their programmes and reports.
- Responsible for managing and development of plans oversight programmes of the budget and IDP.
- Assist Ward Councillors and Ward Committees draft discussion documents and policy development for Council
- Manage the interface of the political arm of Mayor's office, Council Committees as well as with the office of the Municipal Manager.
- Speech writing and research for the mayor's office
- Ensure compliance with protocol
- Develop and manage community and stakeholders' interactive programmes
- Ensure that the mayor's office comply with the relevant legislative framework



**YOUTH COORDINATOR (REF -KLM 05-2022/2023)
(CONTRACT POSITION based on the political term of the incumbent Mayor)**

ANNUAL REMUNERATION PACKAGE OF: R 181 934.00 (Task 7)

REQUIREMENTS

- Matric or equivalent qualification
- Computer literacy
- Understanding of application, procedures and policy directives
- Written and verbal communication capabilities
- Driver's licence
- Proficiency in local languages

KEY PERFORMANCE AREAS

- To develop a sustainable youth development initiative
- Ensure that development is intergraded within the Council's IDP
- Develop and coordinates youth and stakeholders in interactive programmes
- Oversee projects coordination and implementation
- Submission of reports

**MAYORS SECRETARY (REF KLM-06-2022/2023)
CONTRACT POSITION based on the political term of the incumbent Mayor)**

ANNUAL REMUNERATION PACKAGE OF: R 181 934.00 (Task 7)

REQUIREMENTS

- Matric or equivalent qualification and/or equivalent secretariat administration qualification/s
- Computer literacy
- Proficiency in local languages
- Written and verbal communication capabilities

KEY PERFORMANCE AREAS

- Scheduling and planning Mayor's diary and events
- Provide the mayor's office with administration functions
- Information and record keeping of the mayor
- Receptionist/ telephonist functions



COUNCIL ADMINISTRATOR (REF KLM -07-2022/2023)

CONTRACT POSITION based on the political term of the incumbent Mayor)

ANNUAL REMUNERATION PACKAGE OF: R204 852.00(Task 8)

REQUIREMENTS

- Matric or equivalent qualification and/or equivalent office administration qualification/s
- Computer literacy
- Proficiency in local languages
- Written and verbal communication capabilities

KEY PERFORMANCE AREAS

- Provide mayor's office with support functions
- Take Minutes of Council meeting, prepare notifications and agendas
- Peruse Council and Committee Agendas and Minutes of meetings
- Information and record keeping of Council
- Performing related administrative sequences

DRIVER OF THE MAYOR (REF-KLM -08-2022/2023)

CONTRACT POSITION based on the political term of the incumbent Mayor)

ANNUAL REMUNERATION PACKAGE OF: R 181 934.00 (Task 7)

REQUIREMENTS

- A minimum requirement of Grade 10
- Ability to read and write
- Excellent health
- Valid code 08/10 driver's licence/(Professional Driving Permit PRDP) and advance driving will be a recommendation and two years 'experience in driving Executives

KEY PERFORMANCE AREAS

- The Driver for the Mayor must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for providing transport services for the mayor to functions and meetings;
- Performs chauffeur service to ensure the transport of the mayor to and from designation; Support VIP function so that any protocol arrangements and Mayor's transportation arrangements are dealt according to policy and other related protocol
- Performs hand mail delivery service to ensure that delivery of document/s is done effectively and efficiently;
- Performs general office administration activities to ensure the executing of essential administrative duties



Financial interest;

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed/sent to:

Applications can be to post to The Municipal Manager
Attention: Mr. W. Blundin
Kgatelopele Municipality
P.O. Box 43
DANIELSKUIL
8405

Or can be hand delivered at:

Kgatelopele Municipality at the Human Resource Office.
Enquiries may be directed to Senior Human Resource Management: Corporate Services, Ms. M. C. Pienaar (053) 384 8600 during office hours between 07:30 am – 16:45pm Monday to Thursdays and Fridays till 15:30pm.

CLOSING DATE: 26 September at 12:00pm