



MOHOKARE
LOCAL MUNICIPALITY



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www.mohokare.gov.za

Mohokare Local Municipality subscribes to the principles of the employment equity act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.

Applications are invited from suitably qualified persons to fill the following position.

HEAD: OFFICE OF THE SPEAKER
INTERNAL/EXTERNAL ADVERT

(Fixed-Term Contract linked to the term of the Speaker)

Ref No.: HoM/Mayor/07/2025

Position: Head: Office of the Speaker

Remuneration: R712,077.84 per annum Total Cost to Employer

Station: Zastron

Date of Publication: 16 July 2025

Closing Date: 02 August 2025

Key Requirements:

A relevant tertiary qualification (minimum NQF Level 6) in Public Administration/Degree NQF level 6/7, Computer Literacy. Have a valid driver's license. Must have at least 5 years working experience. Management, Political Science, Development Studies, or related field. A minimum of 3–5 years' experience in political or executive support functions, preferably within a municipal environment. High-level interpersonal and communication skills, including speech writing and media coordination. Understanding of the roles and functions of the Executive Mayor and Executive Committee system. Knowledge of key legislation including the Municipal Finance Management Act, Systems Act, and Intergovernmental Relations Framework Act. Strong organizational, project management, and administrative skills. A valid driver's license and availability to travel and work flexible hours.

Roles and Responsibilities:

- Analysing performance of current administrative systems against legislative requirements and best practices with a view to introducing changes to applications and methods to support accountable governance in the Mayor's Office.
- Provide professional, administrative, and executive support to the Executive Mayor.
- Coordinate activities of the Executive Mayor's office, including diary management, stakeholder engagements, events, and protocol arrangements.
- Act as a liaison between the Executive Mayor, Council, administration, and external stakeholders.

- Assist in the preparation of speeches, presentations, and official reports.
- Manage internal staff and ensure a high-performance culture within the Mayor's Office.
- Monitor implementation of mayoral projects and resolutions.

Key Competencies

- Strategic Support and Planning
- Political Acumen
- Intergovernmental Relations
- Public Communication and Media Liaison
- Confidentiality and Discretion

For enquiries contact the Human Resources division on 051- 6739600. ONLY MUNICIPAL APPLICATION FORMS (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 3 months) of qualifications and identity document must be submitted for the attention of:

Director Corporate Services

Ms. LG Ceba

Mohokare Local Municipality

P.O. Box 20

Zastron

9950

Hand deliver application in the nearest Mohokare Municipal Offices. Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.



Mr. MS Mohale
Acting-Municipal Manager