



**MOHOKARE**  
LOCAL MUNICIPALITY



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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.

### **WARD COORDINATOR: SPEAKERS OFFICE**

#### **INTERNAL/EXTERNAL ADVERT**

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

**Ref No.: WCoord/Speaker/07/2025**

**Position: Ward Coordinator: Speakers Office**

**Remuneration: R307,594.20 (Total cost to Employer)**

**Station: Zastron**

**Date of Publication: 16 July 2025**

**Closing Date: 02 August 2025**

#### **Requirements:**

Grade 12 (Matric Certificate). Relevant qualification in Public Administration, Community Development, or related field will be an added advantage. Knowledge of local government processes and legislation. Good interpersonal and communication skills. Ability to speak local languages (Sesotho, Afrikaans, or isiXhosa preferred). Must reside in or be familiar with the ward to which they are assigned. Basic computer literacy. Ability to work flexible hours, including weekends or evenings as required.

#### **Responsibilities:**

##### **Ward Support to Councillors & Ward Committee**

Implements specific tasks/ activities associated with the provision of administration support to Ward Councilors by:

- Support the ward councillor in executing ward-based development initiatives
- Facilitate community meetings and assist with public participation programmes
- Assist in compiling ward-based plans and reports
- Maintain communication between the municipality and community structures
- Support service delivery monitoring and help coordinate responses to community complaints

- Assist with the dissemination of municipal information, policies, and programmes
- Keep records of community issues and liaise with relevant departments
- Foster active participation in municipal planning and governance processes

**Core Competencies:**

- Strong organizational and coordination skills
- Community engagement and mobilization experience
- Conflict resolution and facilitation ability
- Ethical conduct and political neutrality
- Good recordkeeping and basic reporting skills

For enquiries contact the Human Resources division on 060 786 4830. **ONLY MUNICIPAL APPLICATION FORMS** ([www.mohokare.gov.za](http://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

Or 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.**




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**Mr. MS Mohale**  
**Acting Municipal Manager**