

EMAKHAZENI LOCAL MUNICIPALITY

VACANCY

Emakhazeni Local Municipality consists of four units of service namely, Emakhazeni, Dullstroom, Emgwenya and Entokozweni. The municipality is responsible for providing basic services to eight (8) wards, many of which are rural in character. Emakhazeni Local Municipality needs the services of a competent, motivated person with the necessary qualifications and experience for the following temporal vacancy, to assume duties as soon as possible.

DEPARTMENT	OFFICE OF THE SPEAKER
POSITION	Head of Office (Fixed Term contract directly linked to the term of office of the current Speaker)
SALARY	R 586 135,44 per annum, 850km travelling/car allowance per month plus R 9600.00 cellphone allowance per annum. (Task Grade 15)
REQUIREMENTS	Grade 12, a three-year National Diploma in Public Administration/management or equivalent, 8 years relevant experience. Valid driver's license. Knowledge and skills pertaining to governance within a political office and supervisory experience. Public Participation and financial management skills. Strong understanding of political/organizational policy, procedures, surrounds and services, implementation and enforcement of relevant legislation and applicable policies
DUTIES	Provide advise and support the Speaker on administrative and strategic decisions. Coordinate political and administrative activities in the Office of the Speaker. Assist and support the Speaker in executing the legislative responsibilities and any other duties and powers delegated by Council. Support the Political programme of the Speaker especially the interface with communities. Draw up plans and prepare reports for internal and external activities of the Speaker. Prepare, manage and monitor the capital and operational budget of the office of the Speaker. Develop and facilitate public participation programmes for the institution. Oversee the operation and establishment of the ward committees and all matters pertaining thereto. Liaise with the Manager in the Office of the Executive Mayor to ensure integration of activities between the Offices for improved service delivery to the community. Ensure that all documentation arising out of Council meetings, reports are attended to and Council resolutions are implemented. Oversee preparation of logistics and administration for events, workshops and conferences. Manage and direct staff in the Office of the Speaker. Accountable to both the Speaker and Municipal Manager. Ensure that the daily routine of the Office of the Speaker functions effortlessly.
BENEFITS	All usual fringe benefits applicable to a category 2 Municipality.

Note: Emakhazeni Local Municipality is an equal opportunity employer and considering Employment Equity, women candidates and people living with disabilities are encouraged to apply. Internal candidates who meet the minimum requirements are encouraged to apply. Please note that in line with the Municipal Staff Regulations, shortlisted candidates will be subjected to screening and verification of qualifications. Application forms are available at all Municipal Offices in Emakhazeni, Entokozweni, Dullstroom and Emgwenya, and should be addressed to:

The Senior Manager Corporate Services, P.O. Box 17, **BELFAST**, 1100

Enquiries: Mrs S Matsane @ (013) 253 7600

CLOSING DATE: 13 February 2026 @12:00

If you do not receive feedback from the municipality within 12 weeks after the closing date, please consider your application unsuccessful. The municipality reserves the right to appoint or not to appoint any person.