

# Amahlathi Local Municipality



OFFICE OF THE MUNICIPAL MANAGER  
12 Maclean Street  
Private Bag X4002, Stutterheim, 4930  
Tel: 043 683 5024 Fax: 043 683 1127  
Website: [www.amahlathi.gov.za](http://www.amahlathi.gov.za)

## **LOCAL ADVERTISEMENT** **Notice No 01/2025**

The Amahlathi Local Municipality is a category B (Grade 3) Municipality established in terms of the Municipal Structure Act. It encompasses towns of Stutterheim, Cathcart, Keiskammahoek, Kei Road and several surrounding rural areas. The municipality is looking for high-calibre, trend-setting strategists who are visionary, inspirational, customer centred and suitably qualified to fill the following position:

### **DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**

**DRIVER IN THE OFFICE OF THE SPEAKER – CONTRACT POSITION LINKED TO  
POLITICAL TERM OF OFFICE**

**[TASK Grade 6]**

**[Salary Scale: R160 222 per annum]**

### **MINIMUM REQUIREMENTS:**

- Grade 10 (Standard 8)
- Code EB driver's licence.
- No criminal record
- Semi military experience and / or 2 years relevant experience in the public services
- Firearm Certificate
- 5 years relevant experience

### **KEY PERFORMANCE AREAS:**

- Gather information about the Speaker's plans for the day to ensure timeous attendance of meetings / appointments.
- Establish / Identify locations, venues and routes to be undertaken, mitigate against risks and ensure safety protocols are adhered to.
- Prioritise the minimisation of risk to injury to the political principal being protected.
- Interact with Protection Services and external departments (South African Police Services, Security Services, etc in respect of high functions and contingency plans especially in cases of emergencies.
- Be prepared to work awkward hours and always be vigilant.
- Write incident reports and devise corrective measures relating to protection of assigned principal(s).
- Ensure vehicle roadworthiness through daily inspection and reporting to the Fleet Management Office.
- Always ensure professional presentability and political office decorum.

**AMAHLATHI LOCAL MUNICIPALITY**  
**"Together for Prosperity"**

**DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**  
**COMMUNITY LIAISON OFFICER IN THE OFFICE OF THE MAYOR – CONTRACT**  
**POSITION LINKED TO POLITICAL TERM OF OFFICE**  
**[TASK Grade 09]**  
**[Salary Scale: R245 540.00 per annum]**

**MINIMUM REQUIREMENTS:**

- Grade 12 and a National Diploma in Social Sciences, Communications, Development Studies or relevant qualification at NQF level 6
- A minimum of 2 – 5 years of experience in the community liaison field and/or political environment.
- Demonstrated Computer Proficiency;
- A valid code Driver's License is a prerequisite

**KEY PERFORMANCE AREAS:**

- Liaison between the office of the mayor and the community
- Developing a database of community organizations and other relevant stakeholders.
- Develop and disseminate all mayors' programmes to internal and external stakeholders
- Develop reports on the work of the mayor and work of the executive committee
- Identifying affected and interested community stakeholder groups within projects of priority by arranging meetings and information sessions regarding project scope(s).
- Attending site visits and community meetings, as they relate to the Executive Committee programme of action.
- Planning, arrangement and facilitation of project / community meetings to ensure accurate record keeping of discussions and sound decisions making.
- Ensuring that sector/interest groups/geographical areas hold report back meetings for project and community areas of focus.
- Administrative and logical support to the Disaster Management unit.
- Interact and analyse all queries / complaints / requests / reports / projects from all stakeholders to ensure correct dissemination of information, communication and speedy resolutions.

Interested persons should fill the application forms that are available at the Amahlathi Offices and website [www.amahlathi.gov.za](http://www.amahlathi.gov.za). The covering letter and detailed CV must be attached to the application forms together with certified copies of relevant certificates including ID, driver's License and submitted to: Amahlathi Local Municipality, Corporate Services Department, 14 Long Street, Stutterheim, or post applications to Private Bag X 4002, Stutterheim, 4930.


For enquiries, please contact **Ms. T Ndlamhlaba** and **Mrs. B Mbelwana** at **(043) 285 0965**

**Closing Date: 27 January 2025 @ 15H30**

**Only short-listed candidates will be contacted and if you are not contacted within 30 days after the closing date, you may regard your application as unsuccessful. It must be noted that Amahlathi Local Municipality reserves the right to not appoint in this position.**

**NB: No faxed, e-mailed, incomplete and late applications will be considered. Canvassing with Councillors and whoever, is not permitted and proof thereof will result in disqualification.**

Amahlathi Local Municipality is an equal opportunity employer and thus in terms of its approved Employment Equity Plan, people from previously disadvantage groups will be given preference.

  
**DR. Z SHASHA**  
**MUNICIPAL MANAGER**



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