

## DIPALESENG LOCAL MUNICIPALITY



### INTERNAL / EXTERNAL ADVERT

Dipaleseng Municipality is an equal opportunity employer upholding the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post.

#### OFFICE OF THE MUNICIPAL MANAGER

**Department** : Municipal Manager

**Unit** : Office of the Speaker

**Position** : Public Participation Officer

**Salary** : R358 341.00

**Task Grade** : 13

**Requirements:** Grade 12. Three (3) years relevant tertiary qualifications. Computer literacy (MS Office). Valid Code B driver's license. 3 years relevant experience in public participation. Conversant with Local Government legislation applicable to Local Government sector. The successful incumbent will be subjected to vetting for qualification and criminal record clearance.

**Responsibility:** Coordination of Public Participation Activities, Coordination of the Functionality of Ward Committees. Facilitation of Capacity Building to Ward Committees. Participation in the IDP Process. Coordination and Consolidation of Reports.

**Knowledge And Skills:** Problem solving Skills. Research and report writing. Sound and professional interpersonal skills. Ability to give attention to detail. Ability to function within a team and individually. Handle pressure and work flexible hours. Must be willing to attend meetings and workshops after hours. A good spoken and written command in at least three Dipaleseng official languages (IsiZulu, Sesotho, English).

**Duties:** Liaising with the local municipalities and other stakeholders, e.g. Traditional Leaders, CBOs CDWs and Ward Committees. Coordinating outreach programmes in the Mayor's and Speaker's offices. Liaise with local municipalities and communities in ensuring that Ward Structures are put in place. Linking with the local municipalities and communities in ensuring that a proper and conducive venue is found and that there is maximum participation of the people in the process.

Monitoring the launch of the Ward Committees to ensure that all stakeholders are represented. Monitoring and supporting induction workshops for Ward Committees. Participate in the generation of hailing schedule. Be responsible for generation of voice messages for communication & hailing purposes. Execute responsibilities pertaining to public participation activities. Assist with public participation work related within the office of the Speaker. Maintain effective communication with all stakeholders. Execute all reasonable instructions by the Manager in relation to public participation programmes. Compile monthly and quarterly reports. Conduct hailing services as per the instruction of the public participation unit. Attend departmental meetings.

**\*NB. Term of Office:** The post is linked to the political term of office.

Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualifications for the attention of **Director Corporate Services**, hand deliver applications in the Application box at Dipaleseng Local Municipal Offices at Corner Johnny Mokoena and Themba Shozi Street, Balfour, 2410, on or **before the 12<sup>th</sup> of February 2026**.

**NB:** No faxed or e-mailed applications will be considered. Administrative enquiries should be forwarded to Human Resources, **Thulani Mahlangu on 017 004 0027**.

*Applications who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment.*

*The Municipality subscribes to the principles of Employment Equity and candidates from the designated group as defined in the Act will receive preference*



**MR. L. CINDI**  
**MUNICIPAL MANAGER**

22<sup>nd</sup> January 2026  
**Date**