



Nama Khoi Local Municipality

Posbus / P. O. Box 17
 Privaatsak / Private Bag X22
 SPRINGBOK, 8240
 TEL: 027 718 8100
 FAX: 027 712 1635
 EMAIL: info@namakhoi.gov.za
 WEB: <https://www.namakhoi.gov.za/>

VISION: Building tomorrow, today.

MISSION: To deliver outstanding services to the community and to stimulate economic development in the region with the focus on the previously disadvantaged

- Alle korrespondensie moet gerig word aan die: KANTOOR VAN DIE MUNISIPALE BESTUURDER
- All correspondence to be addressed to the: OFFICE OF THE MUNICIPAL MANAGER
- Yonke imbalelwano mayithunyelwe kwi: I-OFISI YOMPHATHI KAMASIPALA



INTERNAL AND EXTERNAL ADVERTISEMENT

VACANCY	MANAGER: ADMINISTRATION
Ref. Nr	66 / 2026

The following vacancy on the Municipality's staff establishment is available for dynamic and suitably qualified people.:

Job Title	Salary	Department	Location	Term
Manager: Administration	T15 (R52 391.49 – R68 006.97)	Corporate Services	Nama Khoi Jurisdiction	Permanent

Details of the vacancy:

MINIMUM REQUIREMENTS	DUTIES
• Qualification: Degree in Public Administration. Code B driver's License. Computer Literacy: MS Office • Experience: 5 years' administration and council support experience of which 2 years must be at Supervisory Level in Local Government. • Skills: Strong administrative skills, leadership and management skills, Attention to detail. Communication skills etc. • Knowledge and Scope of work: Full range of administrative knowledge in the management of a function. Manages administrative and clerical staff. Knowledge of Archive Act.	• Productivity/Performance and Personnel Management • Financial Control and Risk Management • Correspondence, Records and documentation Management • Meetings Administration • Auxiliary Administrative Function • Reporting Function

The competency level for this position is based on Annexure A of the Municipal Staff Regulations Government Notice No.890, Government Gazette 45181, 20 September 2021: Administrative Competency Framework : Level 4.

Core Competencies	Functional Competencies	Public Service Orientation	Personal Competency	Management /Leadership
• Written Communication • Oral Communication • Attention to detail • Influencing • Ethics and Professionalism • Organizational Awareness • Problem-solving • Planning and Organizing	• Business Processes • Use of Technology • Data Processing & Analysis	• Interpersonal Relationship • Communication • Service Delivery Orientation • Client Orientation and Customer Focus	• Action and Outcome Orientation • Resilience • Change Readiness • Cognitive ability • Learning Orientation	• Team orientation • Direction setting • Coaching and Monitoring • Impact and Influence



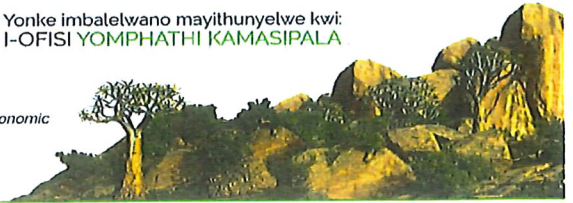
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HOW TO APPLY FOR A VACANCY AT NAMA KHOI MUNICIPALITY

- All applications must be submitted on the official *Nama Khoi Local Municipality Application Form*, available at all municipal offices and on the municipal website at: www.namakhoi.gov.za

ALL APPLICATIONS MUST INCLUDE:

- A complete and signed **Application Form**
- A signed **NKLM Consent Form** (available with the application form)
- A **comprehensive CV**
- **Originally certified copies** of your ID and **academic qualifications**

COMPLETED APPLICATIONS MAY BE:

- **Hand-delivered** to any local municipal office in a sealed envelope clearly marked "**Application for Vacant Post**", and addressed to:
The Acting Municipal Manager
Mrs RPS Sebela
P.O Box 17, springbok, 8240, or
Emailed to: info.recruitment@namakhoi.gov.za with all required documentation attached in PDF format.
- Applicants must grant permission for the Municipality to verify qualifications and references by submitting the completed **NKLM Consent Form**.
- **Incomplete applications** (including those missing any of the required forms, documentation, or submitted after the closing date) will **not be considered**.
- Only candidates who meet the minimum qualification and competency requirements will be shortlisted.
- Communication will be limited to shortlisted candidates only.
- If you have not received feedback within **eight (8) weeks** after the closing date, please consider your application **unsuccessful**.
- Appointments will be made in accordance with the Municipality's approved **Employment Equity Plan**. The Municipality reserves the right **not to fill** any advertised positions.

For further enquiries, please contact: Ms. Keikanne Letsela at: hrman@namakhoi.gov.za

THE CLOSING DATE FOR ADVERTISED VACANCY IS 16 OCTOBER 2026.


MRS. RPS SEBELA
ACTING MUNICIPAL MANAGER