

Office of the Municipal Manager



**Bojanala Platinum
District Municipality**

Enq: Ms T Melamu
Tel: 014 523 5019

18 February 2026

EXTERNAL/INTERNAL VACANCIES

Bojanala Platinum District Municipality is advertising 02 vacancies for a suitably qualified, highly motivated and dynamic person to perform functions within the Municipality. Apart from specific skills for these positions, it will be expected of the applicants to have knowledge of Corporate Governance Principles, Local Government and other Government Spheres as well as interpretation of all relevant legislation, ordinances and regulations as well as Batho Pele Principles.

DIRECTORATE	REFERENCE	POSITION	SALARY NOTCH	REQUIREMENTS	RESPONSIBILITIES
Office of the Executive Mayor	POL-01/25/26	1. Chief of Staff (Rustenburg Office)	R1 298 816.63 per annum (All-inclusive package)	Grade 12; Computer literacy (MS Office application, internet, email); Three years qualification (National Diploma/Degree) in Public Administration/ or relevant	To ensure that administrative support is rendered to the executing authority on Council committees, provincial legislator and constituency; To ensure that the administrative

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				qualification; 3-5 years' management experience; Proven management competencies; Working experience/ knowledge of Municipal; Broad knowledge and understanding of the functional areas covered by the executing authority's portfolio; Working knowledge of the political and parliamentary processes in South Africa; Valid Code B driver's license; Good verbal and written communication skills.	functions are performed within the office of the executing authority; To assist executing authority with his/her constituency work; To assist the executing authority with the matters emanating from his/her portfolio and official matters emanating from other activities; Manage the office of the executive authority; Study the relevant Public Services and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
POL-02/25/26	2. VIP PROTECTOR DRIVER X4 (Rustenburg office)	R664 272 .00 per annum (All-inclusive package)	Grade 12; Valid Code 8 driver's license and a clean driving record; Fire Arm License; Advanced defensive driving and Protocol VIP	Observe protocol at all times; Transporting the Executive Mayor during official business; Attends to all aspects of security and protocol; Observe	

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				certificates will be an added advantage; Able and willing to work extensive working hours. Relevant working experience.	confidentiality in line with the Employees' Code of Conduct; Perform any other duties by the Executive Mayor
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All applications must be submitted with a detailed CV (including the names and email address of three references from current and previous employers), Certified copies of qualifications and ID document, accompanied by a fully completed official application form accessible from the municipal website or the Human Resources Department. Couriered or hand delivered to Directorate: Corporate Support Services, Unit: Human Resources, 49 Heystek Street, Records Office no 14 Office, Rustenburg.

Enquiries should be made to the Human Resources Unit at telephone no (014) 523 5053 and (014) 523 5019.

Please note that no application without certified copies of qualifications and other relevant documents will be considered. Bojanala Platinum District Municipality as an employer applies employment equity and equal opportunity to all applicants. Kindly consider your application as unsuccessful if not contacted within three months.

Applications by fax or email will not be accepted.

CLOSING DATE: 10 March 2026



 Ms E.M TUKAKGOMO
 MUNICIPAL MANAGER