

LOCAL MUNICIPALITY OF LEKWA

The Lekwa Local Municipality with its seat in Standerton, invites applications from qualified, motivated and innovative individuals for the following position to become part of and join a dynamic and growth orientated Local Authority.

HUMAN RESOURCES CLERK Reference Number MCS/HR/001

Minimum Requirements

- Grade 12.
- Management Assistant N4 or equivalent qualification
- Computer literate – MS Office Applications
- Good people and communication skills.
- Driver's licence will be an added advantage.

Key Performance Areas

- Preparation, processing and reviewing of a variety of documents such as applications for employment, employee files etc. for completeness, accuracy and submission standards.
- Assisting with the recruitment and placement process.
- Assisting in the administration of employee benefits schemes and related activities.
- Assisting in the processing of engagements and terminations.
- Handling of Human Resources related queries.
- Generation of various Human Resources related reports.
- Filing and record keeping.

Salary: R155609.22 per annum. TG08

Please Note:

1. Interested applicants meeting the requirements are requested to forward an application form, comprehensive Curriculum Vitae, together with originally certified copies of qualifications and identity documents to **The Municipal Manager, Attention Human Resources Manager, P.O. Box 66, Standerton, 2430** or hand deliver such at the **Lekwa Local Municipality Administrative Building, Corner Dr Beyers Naude and Mbonani Mayisela Street, Standerton.**
2. Faxed applications will not be considered.
3. Correspondence will only be entered into with shortlisted candidates.
4. Applicants who have not been contacted within sixty (60) days of the closing date should consider their applications unsuccessful.
5. Lekwa Local Municipality reserves the right not to make any appointment.
6. The submission of an application gives Lekwa Local Municipality the right to make inquiries necessary to obtain information regarding the applicant's background. Such enquiry will include current and previous employers as well as academic institutions.
7. The Application for Employment Form obtainable from the Lekwa Local Municipality website at www.lekwalm.gov.za must be completed.
8. For further enquiries please contact the Human Resources Administration Officer, Mr. F.N. Gqwashu at 017 712 9643.

Closing date for applications: 31st July 2017