

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.

**SENIOR CLERK
CREDITORS
Reference Number BTO/EXP/001**

Minimum Requirements

- Grade 12.
- Computer literacy.
- 2 years relevant experience
- Completed or studying towards minimum competency requirements in terms of Minimum Competency Regulation 299967 of 2007
- Ability to work under pressure and to meet deadlines

Key Performance Areas

- Preparation of short and long term creditors
- Preparation of monthly creditors
- Handling of petty cash
- Safeguarding of valuable assets of the municipality
- Monitoring of credit office administration

Salary: R232879.09 per annum. TG11

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: 16th May 2017