



LOCAL MUNICIPALITY OF LEKWA

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

EXTERNAL ADVERTISEMENT
DEPARTMENT: BUDGET AND TREASURY OFFICE
POSITION: Clerical Assistant Indigent X5 (Permanent)
Location: Standerton ((3), Morgenzon (1), Sakhile (1)
Reference number: BTO/CAI/005
Salary: R231 471.10 per annum Task Grade 8

Minimum Requirements

- Grade 12
- A relevant 3-year tertiary qualification in Financial Accounting, Cost Management Accounting or equivalent qualification at NQF 5
- Municipal Finance Management (SAQA Qualification ID No. 48965) shall be the added advantage.
- Good numerical skills
- Good communication skills
- Computer Literacy.
- 1-2 years relevant experience.

Key Performance Areas

- Receiving and interpreting the nature of the enquiry/ query and accessing and analyzing system records.
- Providing explanations and/ or reasons for specific calculations and charges referring to procedures.
- Providing the necessary guidelines with regards to payment terms and seeking acknowledgement prior to concluding agreement on payment terms.
- Receiving and interpreting the nature of the enquiry/ query and accessing and analyzing system record/attending to customer queries
- Assists with auditor enquiries.
- Perform other related duties as assigned.
- Making information available on specific services and/ or the applicable tariffs and procedures and, guiding customers with the application process.
- Responsible for drafting the Indigent schedule, follow up on queries and attend meetings with ward Councillors.

Inherent requirements

- Attention to detail, Administrative and Organisational skills, Ability to work under pressure with a team and within a set time frames, excellent verbal and written communication skills.

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 Manager Human Resources), PO Box 66, Standerton, 2430** or hand-deliver such at the **Lekwa Local Municipal Administrative Building, Corner Dr Beyers Naude and Mbonani Mayisela Street, Standerton.**
2. Faxed or e-mailed applications will not be considered.
3. Correspondence will only be entered into with the shortlisted candidates. Applicants who have not been contacted within sixty (60) days of the closing date should consider their applications unsuccessful.
4. Lekwa Local Municipality serves the right not to make any appointment.
5. The submission of an application gives Lekwa Local Municipality the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers, criminal record as well as academic institutions. Should you be in possession of foreign qualification, it must be accompanied by evaluation of certificate from the South African Qualification Authority (SAQA).
6. Canvassing Councillors or officials or the appointment is strictly prohibited and will automatically disqualify the applicant.
7. People from previously disadvantaged groups and people with disability are encouraged to apply &.
8. The application for employment form obtainable from the Lekwa Local Municipality website at www.lekwalm.gov.za must be completed.
9. For further enquiries please contact the Human Resources Administration Officer, Mr F.N Gqwashu at fgqwashu@lekwalm.gov.za or 087 562 5296

Notice: 04/2024 **Closing date for applications 05 March 2024**

M.J. LAMOLEA
MUNICIPAL MANAGER