



**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: PLANNING AND ECONOMIC DEVELOPMENT**

**POSITION: PROPERTY AND FACILITY MANAGEMENT OFFICER (PERMANENT)**

**LOCATION: SAKHILE OFFICE**

**Reference number: MP305/PED/PAFM/OI**

**Salary: R 488 379,42 per annum. Task Grade 13**

**Minimum Requirements**

- Grade 12
- National Diploma (NQF Level 6) in Property Development and Management/Property Studies/Built Environment/Real Estate Management.
- Certificate in Financial Management will be an added advantage
- Valid code B/EB driver's license
- Computer literacy
- 3-5 Years' experience in property management environment
- Knowledge of immovable assets legislative framework applicable to local government.

**Key Performance Areas**

- Assisting with the implementation of the Property Management Operations;
- Implementing Operational and Maintenance requirements in terms of the Municipality's Policies and property Portfolio;
- Assisting with the operations of the Management of identified Council owned Property Portfolio;
- Assisting with the implementation of operational solutions and services;
- Assisting with Operational Implementation of Property Department's Business Plan;
- Assisting with functions related to billing and collection of revenue generated from property leases and disposals;
- Completes, coordinates, and controls the implementation and completion of all leases undertaken by the Council;
- Ensures overall responsibility of the management of the municipal properties in relation to procurement processes and Supply Chain regulations;
- Develops policies and standard operating procedures for the unit;
- Ensures that properties are maintained and secured to accomplish financial objectives by collecting rental;
- Ensures that their properties stay in good condition and remain compliant with applicable laws and bylaws;
- Prepares the budget, manage rent collection from tenants, and handle maintenance requests by residents;
- Maintains all tenant, contractor and property files and documentation including leases, insurance certificates, and invoices.

**Inherent Requirements**

Problem-solving skills • Good listening skills • Decision making skills • Administrative, and organizational skills • Ability to handle pressure and meet deadlines • Ability to interpret or present data

**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, e-mailed and late applications will not be considered.
3. Correspondence will only be entered into with 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 reserves 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 enquiry will include current and previous employers, criminal record as well as academic institutions. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA).
6. Canvassing Councillors or officials for 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](http://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](mailto:fgqwashu@lekwalm.gov.za).

Notice: 29 /2024

Closing date for application: 21 October 2024

---

M.J LAMOLA  
MUNICIPAL MANAGER