



## 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.

**EXTERNAL ADVERTISEMENT**  
**DEPARTMENT: CORPORATE SERVICES**  
**POSITION: MANAGER HRD AND IPMDS (PERMANENT)**  
**LOCATION: STANDERTON**  
**REFERENCE NUMBER: MP305/CS/HRD/1**  
**SALARY: R 703 218,45 PER ANNUM TASK GRADE 16**

### Minimum Requirements

- Grade 12
- B Degree in Human Resources Management/Human Resources Development/Industrial Psychology/Public Administration (NQF 7)
- 5-8 years' or more relevant experience covering a broad range of human resources functions
- Registration with relevant professional body.
- Profound knowledge of Municipal Legislations
- Good communication skills, interpersonal, analytical and organising skills
- Good management and leadership skills including stakeholder management
- Excellent written and verbal communication skills
- Computer literacy (MS Word, Excel, Power Point)
- Valid Driver's licence.


### Key Performance Areas

- Develop, implement and review HRD & IPMDS related policies of the Municipality, and monitor compliance thereof
- Oversee the management of HRD and IPMDS annual budget to ensure sound financial practices that are in line with the budgetary requirements
- Ensure compliance and implementation of the Employment Equity policies and practices
- Manage the IPMDS function in line with the Municipal Staff Regulations
- Oversee the Municipality's learning and development programs, ensuring employees have access to necessary training and upskilling opportunities
- Develop and implement a talent management strategy focused on employee development, succession planning, and retention

### Inherent requirements

Problem-solving skills • Research and report writing capability • Sound and professional interpersonal skills • Ability to give attention to detail • Administrative, and organizational skills • Ability to handle pressure • and meet deadlines • Strong sense of responsibility • Decision making skills.

### Please Note:

1. Interested internal 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 Beyer Naude and Mbonani Mayisela Street, Standerton.**
2. Faxed or e-mailed 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 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 an evaluation certificate from the South African Qualification 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 Form for Employment 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.M. Gqwashu at [fgqwashu@lekwalm.gov.za](mailto:fgqwashu@lekwalm.gov.za). Or 017 712 9600

Notice: 04/2025

Closing date for applications: 10 March 2025

**M.J LAMOLA**  
**MUNICIPAL MANAGER**