



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.

INTERNAL/EXTERNAL ADVERTISEMENT
DEPARTMENT: BUDGET AND TREASURY OFFICE
PERMANENT POSITION
POSITION: ACCOUNTANT LOGISTIC MANAGEMENT
REFERENCE NUMBER: MP305/BTO/SCM/007
Salary: R512 847.23 per annum Task Grade 13
Location : Standerton Municipal Offices

Minimum Requirements

- Grade 12.
- A relevant 3-year tertiary qualification, preferably a National Diploma or B Com in Supply Chain Management/Logistics or equivalent qualification with Financial Accounting as a major subject.
- Certificate in Municipal Finance Management (SAQA Qualification ID No.48965) will be an added advantage.
- Computer literacy: MS office.
- 2-5 years relevant experience required.
- Knowledge and understanding of accounting standards as well as management accounting knowledge.
- Excellent written and verbal communication skills.

Key Performance Areas

- Checking the supplier documentation against physical items and verifying quantity and specifications prior to acknowledging receipt or recording short delivery/ damages on the documentation
- Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel.
- Defining skill gap and training needs and activates procedural sequences aimed at developing and capacitating individuals.
- Collating and verifying transactional documentation (requisitions, delivery notes, etc.) and forwarding to for further processing and/ or resolving queries on pricing/ discounts, etc, referring and making available necessary supporting documentation.
- Guiding the development and implementation of procurement reforms and manage the process
- Ensuring that records of all procurement and stock is safely kept
- Ensuring that proper plans for year-end stock take processes are in place

Inherent requirements

Sound and professional interpersonal skills • Ability to give attention to detail • Supervision Skills • Problem Solving Skills
• Ability to handle pressure and meet deadlines • Strong sense of responsibility • Decision making skills

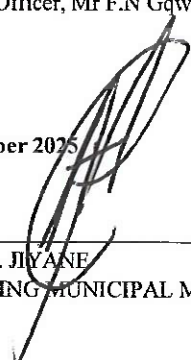
Please note:

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 Acting 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.

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 011 712 9820

Notice: 29/2025

Closing date for applications: 03 November 2025



S. M. JIYANE
ACTING MUNICIPAL MANAGER