



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: CORPORATE SERVICES
PERMANENT POSITION**

POSITION: HUMAN RESOURCES DEVELOPMENT AND EMPLOYMENT EQUITY PRACTITIONER

REFERENCE NUMBER: MP305/CS/HRD/01

Salary: R577 427.66 per annum Task Grade 14

Location : Standerton Municipal Offices

Minimum Requirements

- Grade 12
- Three (3) years National Diploma in Human Resources Management or relevant equivalent qualification at NQF level 6
- ODETDP Certificate and registration with ASDSA will be an advantage
- 5-8 years practical experience in the Skills Development and Employment Equity environment
- Sound knowledge of SDA, EEA and other relevant legislation applicable to local government
- Computer literacy
- Valid driver's licence

Key Performance Areas

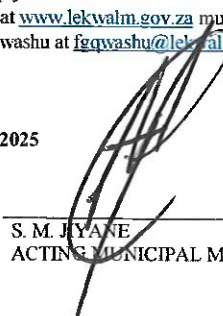
- Perform SDF functions
- Develop and do the online submission of the Workplace Skills Plan (WSP) to LGSETA;
- Develop and do the online submission of the Annual Training Report (ATR) to LGSETA;
- Do the online submission of training quarterly reports to COGHSTA;
- Represent the municipality at the District and Provincial SDF Forums
- Facilitate the sitting of HRD/EE Committee meetings;
- Assist in the development of the PDP for Councillors
- Develop and monitor implementation of the Employment Equity Plan in terms of the Employment Equity Act
- Co-ordinates administrative requirements associated with the employment equity
- Do the online reporting of the EER to the Department of Employment and Labour

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, 2430.**
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 017 712 9820

Notice: 29/2025

Closing date for applications: 03 November 2025


S. M. JYANE
ACTING MUNICIPAL MANAGER