



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 ADMINISTRATIVE OFFICER
Reference number: MP305/CS/HRAO/01
Salary: R512 847.23 per annum Task Grade 13

Minimum Requirements

- Grade 12.
- A relevant 3 years' tertiary qualification in Human Resources Management or related field at NQF 6
- Proficiency in Human Resources Information System (HRIS) (e.g. VIP Sage or Payday)
- Sound knowledge of legislation and policies
- Compliance to statutory requirements
- Excellent written and verbal communication skills.
- Computer literacy: MS office.
- 3-5 years relevant experience required.
- A valid code B drivers licence

Key Performance Areas

- Process and maintain personnel records, employment contracts, leave applications, and other HR documentation.
- Ensure accurate recordkeeping and compliance with municipal policies.
- Assist with advertising, shortlisting, interview arrangements, and appointment processes.
- Ensure alignment with Employment Equity targets and organizational structures.
- Administer pension fund, medical aid, group life insurance, UIF, and housing loan processes.
- Handle membership applications, changes, and terminations for employee benefits.
- Process terminations, promotions, transfers, and update personnel information.
- Compile and maintain HR statistics and reports for internal and statutory purposes.
- Provide guidance to employees on HR-related policies and benefits.
- Respond to employee queries and liaise with external stakeholders.
- Coordinate and monitor the implementation of work study programs, procedures, systems, and controls to ensure compliance and continuous improvement
- Benchmark against local government standards to enhance operational efficiency

Inherent requirements

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

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, 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 must be completed.

9. For further enquiries please contact the Acting Human Resources Administration Officer, Ms. P.E Lubisi at plubisi@lekwalm.gov.za.

Notice: 01/2026

Closing date for application: 16 February 2026



S. MUYIYANE
ACTING MUNICIPAL MANAGER