



forestry, fisheries  
& the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

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.

POSITION : GENERAL ASSISTANT (62)  
DURATION : 3 MONTHS FIXED CONTRACT  
REF. NO : CSS/DFFE-GA/62  
STIPEND : R155.00 PER DAY

**MINIMUM QUALIFICATION AND REQUIREMENTS:**

- Grade 10
- 0-1 year experience relevant experience

**KEY PERFORMANCE AREAS:**

- Street cleaning, litter picking
- Clearing of illegal dumping sites and walkways
- Cleaning of cemeteries
- Maintenance of parks and open spaces
- Grass cutting in parks and public open spaces

POSITION : CLERKS (2)  
DURATION : 3 MONTHS FIXED CONTRACT  
REF. NO : CSS/DFFE-C/2  
STIPEND : R255.00 PER DAY

**MINIMUM QUALIFICATION AND REQUIREMENTS:**

- Grade 12
- Management Assistant N6 or equivalent qualification.
- Computer Literacy
- Good people and communication skills.
- 0-1 year relevant office support/ data capturing experience.

**KEY PERFORMANCE AREAS:**

- Receiving attendance Register and Capturing for payment.
- Checking if all attendance register has been signed.
- Attending specific meetings of the section, recording/ preparing minutes.
- Batching and organising completed documentation for filing.
- Attending to telephonic calls and visitors to the Section, establishing nature of visit and directs request to appropriate personnel.

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POSITION : SUPERVISOR (6)  
DURATION : 3 MONTHS FIXED CONTRACT  
REF. NO : CSS/DFFE-S/6  
STIPEND : R255. 00 PER DAY

**MINIMUM QUALIFICATION AND REQUIREMENTS:**

- Grade 12 with relevant supervisory experience and skills
- 1 year relevant work experience

**KEY PERFORMANCE AREAS:**

- Responsible for daily supervision of participants
- Ensure that allocated areas are cleaned and maintained.
- Ensure Safe keeping of cleaning equipment and materials.
- Allocate daily duties to subordinates.

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**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 Human Resources Manager,**
2. Applications must be hand delivered at the Ground Floor, **Old Mutual Building , 19c Church Street, Standerton.**
3. Faxed or e-mailed and late applications will not be considered.
4. 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
5. Lekwa Local Municipality reserves the right not to make any appointment.
6. 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)
7. Canvassing Councillors and officials for the appointment is strictly prohibited and will automatically disqualify the applicant.
8. People from previously disadvantaged groups and people with disability are encouraged to apply &
9. 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.
10. For further enquiries please contact the Acting Human Resources Administration Officer, Ms P. Lubisi at 017 712 9830

**Closing date for application: 30 June 2026 @12:00**

Notice: 26/2026

  
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T. MTSHISELWA  
ACTING MUNICIPAL MANAGER