



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 RE-ADVERTISEMENT
DEPARTMENT: BUDGET AND TREASSURY OFFICE
POSITION: CLERICAL ASSISTANT (Morgezon X1) (Standerton X1) (Permanent)
Reference number: MP305/BTO/CAE/02
Salary: R 270 062.19 per annum Task Grade 08

Minimum Requirements

- Grade 12.
- A relevant 3-year tertiary qualification at NQF 5. (with financial accounting as a major subject)
- Computer Literacy.
- 2-3 years relevant experience in revenue/customer service environment.
- Excellent written and verbal communication skills.

Key Performance Areas

- Handle public enquiries when front desk staff cannot assist.
- Reconcile consumer ledger accounts as required.
- Communicate with customers on payment enquiries, tariffs, penalties and product/service related information.
- Ensure customer enquiries and transactions are processed accurately and in line with departmental guidelines
- Reconcile cash received against receipts issued
- Assist with the handover of cash/cheques for banking
- Maintain documentation and records of transactions
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Inherent requirements

- Sound and professional interpersonal skills • Ability to give attention to detail • Ability to interpret and apply procedures and guidelines
- Ability to work with customers in a service oriented environment

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. Should you be in possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
6. The successful applicant must enter into a Performance Agreement with the Employer
7. Canvassing Councillors or officials or 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 must be completed. **Applications not submitted with the fully completed official form will not be considered.**
10. For further enquiries please contact the Acting Human Resources Administration Officer, Ms Phindile Lubisi at plubisi@lekwalm.gov.za /017719819

Notice: 33//2026

Closing date for applications: 25 August 2026


T. MTSHISELWA
ACTING MUNICIPAL MANAGER