



## 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: COMMUNITY SERVICES AND SAFETY**  
**POSITION: CLERICAL ASSISTANT – LANDFILL SITE (PERMANENT)**  
**LOCATION: STANDERTON**  
**REFERENCE NUMBER: MP305/CSS/CA/01**  
**Salary: R270 062.19 per annum Task Grade 08**

### **Minimum Requirements**

- Grade 12
- A three year tertiary qualification in Environmental Management/Public Administration /Office Administration/Management Assistant at NQF 5
- 2-3 years customer service experience
- Computer literacy in MS Office applications
- Ability to work in a landfill site environment with exposure to dust, odours, noise and varying weather conditions
- Experience in waste management and/or landfill operations will be an advantage.

### **Key Performance Areas**

- Receive and process payments from residents, businesses, contractors, and other landfill users.
- Issue receipts and maintain accurate records of all transactions.
- Operate computerized billing, receipting, and cash collection systems.
- Reconcile daily cash collections and prepare cash-up reports.
- Ensure safe custody of cash, receipts, and other financial documents.
- Verify supporting documentation and calculate disposal fees in accordance with approved municipal tariffs.
- Maintain registers of vehicles, customers, waste categories, and landfill transactions.
- Assist in compiling daily, weekly, and monthly revenue reports.
- Attend to customer enquiries and provide information regarding landfill services, tariffs, and procedures.
- Record and report discrepancies, shortages, and irregularities immediately to the supervisor.
- Assist with administrative duties, filing, and record management.
- Ensure compliance with municipal policies, financial procedures, and internal controls.
- Work closely with landfill operators and supervisors to ensure accurate recording of waste disposal activities

### **Inherent Requirements**

• Customer service orientation • Communication skills • Problem solving skills • Accountability and Ethical Conduct

### **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](http://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](mailto:plubisi@lekwalm.gov.za) /017719819

Notice: 33//2026

Closing date for applications: 25 August 2026

  
T MTSHISELWA  
ACTING MUNICIPAL MANAGER