



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 DEPARTMENT
POSITION: SENIOR HUMAN RESOURCES CLERK
LOCATION : STANDERTON
Reference: MP305/CS/SHRC/01
Salary: R404 165.07 per annum Task Grade 11 (Permanent)

Minimum Requirements

- Grade 12
- A relevant 3-year Tertiary Qualification in HRM at NQF 6
- Proficiency in Human Resources Information System (HRIS) (e.g. VIP Sage or Payday)
- HRIS certificate
- 2-3 years' experience in Human Resource Management.
- Knowledge of HRM processes and practices.
- Knowledge of HR legislation, Knowledge of Recruitment processes, knowledge of performance management processes.
- Excellent verbal and written communications skills.

Key Performance Areas

- Human resource Generalist-Provide all HR administrative support.
- Enter employee data into the HRIS and ensure that accurate records are maintained.
- Generate employee related reports on the HRIS system
- Handle Employee Self Service Management
- Provide data and prepare management information reports.
- Assist in the administration engagement and terminations process for staff.
- Maintain electronic & physical employee records (personal details / employment changes).
- Contact person for medical aid changes / queries.
- Administration of disability / death / funeral claims.
- Handling Human Resource queries.
- Apply relevant Labour legislation.
- Carry out any other reasonable ad hoc duties in order to support the HR department.

Inherent requirements

Problem-solving skills • Ability to give attention to detail • Administrative, and organizational skills • Ability to handle pressure and meet deadlines • Ability to maintain confidentiality

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 MTHISELWA
ACTING MUNICIPAL MANAGER