



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 DEVELOPMENT CLERK
LOCATION : STANDERTON
Reference: MP305/CS/SHRDC/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 / National Diploma Occupational Directed Education, Training and Development Practices (ODETDP) at NQF 5
- Knowledge of Skills Development Act, Skills Development Act, and Employment Equity Act
- Knowledge of LGSETA systems, Workplace Skills Plans and Annual Training Reports
- Excellent verbal and written communication skills
- 2-3 years' experience in Human Resource Development
- Computrt Literacy

Key Performance Areas

- Assist in facilitating and coordinating Human Resource Development and Employment Equity programmes.
- Assist with conducting skills needs analyses and identifying training requirements across the municipality.
- Assist in the development and submission of the Workplace Skills Plan (WSP) and Annual Training Reports to LGSETA.
- Coordinate and maintain records of employee training and development interventions.
- Assist with procuring accredited training providers and coordinating training logistics.
- Monitor and evaluate training programmes and maintain training databases.
- Assist in implementing LGSETA discretionary grants, internships, apprenticeships, bursaries and WIL programmes.
- Assist with the development and implementation of Employment Equity Plans and Reports.
- Compile HRD and Employment Equity reports for management, committees, COGTA and other stakeholders.
- Maintain accurate HRD and Employment Equity records and statistics.
- Facilitate HRD/EE Committee meetings and provide administrative support.

Inherent Requirements

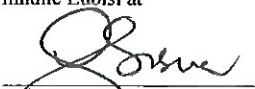
- Administrative and organisational skills • Strong report-writing and record-keeping skills • Attention to detail and accuracy • Ability to work independently and as part of a team • Ability to work under pressure and meet deadlines • Good planning, coordination and communication abilities • Sound interpersonal and stakeholder management skills

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. MTHSISELWA
ACTING MUNICIPAL MANAGER