



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: BUDGET AND TREASURY OFFICE

POSITION: Senior Clerk Credit Control (Morgenzon X1) (Standerton X 1) (Permanent)

Reference number: BTO/SCCC/02

Salary: R404 165,07 per annum Task Grade 11

Minimum Requirements

- Grade 12.
- A relevant 3-year tertiary qualification at NQF 6. (with financial accounting as a major subject)
- Municipal Finance Management (SAQA Qualification ID No. 48965) shall be the added advantage
- Computer Literacy.
- 2-3 years relevant credit control experience.
- Proficiency in MUNSOFT and Rumas system shall be added advantage
- Excellent written and verbal communication skills.

Key Performance Areas

- Completing details on reminder notifications indicating amount outstanding and circulating to account holders.
- Documenting payment term arrangements as agreed to with customer.
- Providing support with respect to specific activities/ requirements associated with the functionality of the section
- Control income and balancing of journals
- Attending to specific correspondence/ telephonic enquires, communicating and providing routine information and / or referring to the appropriate departments/ personnel for attention
- Reporting on credit control when required
- Conduct general administration
- Interacting with service departments with respect to disconnections/ reconnections or resumption of services
- Notifying customers with delinquent accounts

Inherent requirements

- Attention to detail • Administrative and Organisational skills • Ability to work under pressure with a team and within a set time frames • excellent verbal and written communication skills • Ability to work in a team

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