



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 DEBT COLLECTION X2 (PERMANENT)
Reference number: MP305/BTO/SCDC/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.
- Proficiency in MUNSOFT and Rumas system shall be an added advantage
- 2-3 years relevant general accounting experience.
- Excellent written and verbal communication skills.
- Ability to understand and apply municipal billing procedures, guidelines and financial processes

Key Performance Areas

- Creating of required journals.
- Preparing debits for new debtors per journal.
- Relieving the Cashier when required.
- Ensuring that the debtor receives a unique account number and advice the relevant Department (staff) to provide the required service.
- When the debtor requires water and/or electricity ensuring that the relevant meters are read and the services get connected.
- Preparing a meter card for the consumer and arrange for the regular reading of the meter. Capture meter readings on computer.
- When consumers send in a change of address or contact details, making the required adjustment to the debtor records.
- Checking if the debtor is registered elsewhere i.e. as a Ratepayer and make the same adjustments in property tax records.
- Following up and resolving all returned accounts indicating a wrong address or consumer not at that address etc.
- Analysing and verifying transactional recordings, Debtor reports and summaries and processing or approving adjustments to entries.
- Reconciling Debtor accounts and proceeding with the posting and balancing of ledger accounts.

Inherent requirements

Sound and professional interpersonal skills • Ability to give attention to detail • Supervision Skills • Problem Solving Skills • Ability to handle pressure and meet deadlines • Strong sense of responsibility • Decision making 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