



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 PROPERTY RATES (PERMANENT)
Reference number: MP305/BTO/SCPR/01
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 in a valuations, revenue, property administration or related environment.
- Excellent written and verbal communication skills.
- Ability to work under pressure, attention to detail, problem solving skills and strong sense of responsibility

Key Performance Areas

- Compiling, maintaining, updating and balancing valuation rolls and interim valuation rolls
- Verifying ownership and authorizing building plan approvals for new buildings.
- Updating zoning and land-use codes following rezoning or special consents
- Processing and issuing rates clearance and managing related administrative requirements
- Capturing all ownership changes on billing and valuation Monthly systems.
- Assist with the opening and the closing of customers account after issuing the clearance certificate and the correct services and property rates tariffs are linked.
- Processing of adjustments and performing the relevant account reconciliation relating to consumer accounts e.g. the overcharged or undercharged property rates and basic charges OR basic charges that were not charged at all. (Debit and credit note Adjustments).
- Downloading and processing of deeds returns obtained electronically from the Deeds office.
- Placing new land values, received from Town Valour, on newly registered erven and reducing land value of mother property.
- Measuring buildings to obtain measurements and check for irregularities
- Conducting property inspections to enable translations and provide feedback to the Town Valour
- Submitting program changes to be made to valuations programme on main on-line computer system to Data Manager
- Verifying ownership/registration of property and authorize to Building Inspector to approve building plans for new buildings.
- Creating new consolidated lots with cross references on valuation rolls, & valuation billing systems. As well as creating new record cards.

Inherent requirements

Professional interpersonal skills • Attention to detail • Supervision Skills • Problem Solving Skills • Ability to handle pressure and meet deadlines • Strong sense of responsibility

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@ekwalm.gov.za /017719819

Notice: 33/2026

Closing date for applications: 25 August 2026



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ACTING MUNICIPAL MANAGER