



## **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: COMMUNITY SERVICES & SAFETY**  
**POSITION: CARETAKER CEMETERIES (Permanent)**  
**LOCATION : MORGENZON**  
**Reference number MP305/CSS/CC/01**  
**Salary: R404 165.07 per annum Task Grade 11**

### **Minimum Requirements**

- Grade 12
- Certificate in Horticulture/Landscaping/Environmental practice at (NQF4)
- Bush cutter operator/Chain saw Operator certificate will be added advantage
- Code 10 Driver's licence
- 2-3 years' relevant experience
- Knowledge and control of horticultural machineries and equipment's
- Computer literacy
- The incumbent must have a valid driver's licence or have a driver's licence within 12 months of employment

### **Key Performance Areas**

- Monitor the condition of cemetery buildings and grounds and report maintenance needs
- Control and maintain stock levels of materials and consumables
- Oversee contractors and address non-conformance issues
- Complete documentation such as booking confirmations, timesheets, reports and requisitions.
- Maintain accurate burial registers and ensure proper site identification
- Attend to enquiries from bereaved families and provide clear information on burial and cremation services, tariffs and schedules
- Coordinate burial and cremation activities, including grave preparation, site marking and service flow management
- Ensure dignified, respectful and orderly execution of funerals
- Supervise staff in line with legislation and municipal policies
- Enforce OHS compliance

### **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.

### **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](http://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](mailto:plubisi@lekwalm.gov.za) /017719819

Notice: 33//2026

Closing date for applications: 25 August 2026

  
**T MTSHISEDWA**  
**ACTING MUNICIPAL MANAGER**