



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
POSITION: CHIEF RECORDS OFFICER (PERMANENT)
LOCATION: STANDERTON
Reference number: MP305/CS/CRO/01
Salary: R404 165.07 per annum Task Grade 11

Minimum Requirements

- Grade 12
- Diploma in Records Management or equivalent qualification at NQF 6.
- Good understanding of the Archives Act.
- 2-3 Years's experience in records office environment. Computer literate.
- Computer literate
- Sound knowledge of records management principles, archives administration and records classification systems
- Knowledge of municipal governance, information management systems and the statutory and regulatory framework applicable to local government.
- Good communication, report writing and administrative skills
- Ability to supervise and manage staff

Key Performance Areas

- Manage and coordinate records and archives services throughout the Municipality.
- Develop, review and implement records management policies, procedures and systems.
- Control the maintenance and application of filing systems, records control schedules and classification systems.
- Ensure compliance with the National Archives and Records Service Act and records management best practices.
- Manage records retention, disposal and archiving programmes.
- Coordinate document workflow management systems and ensure efficient records retrieval.
- Manage the Registry, Archives and Records Management Sections.
- Prepare budgets, monitor expenditure and control resources within the section.
- Supervise, guide, develop and assess staff performance.
- Conduct records management audits and implement corrective measures.
- Coordinate training and capacity-building programmes on records management.
- Compile reports and provide administrative support to management and Council structures.
- Ensure effective preservation, safe custody and accessibility of municipal records.

Inherent Requirements

- Excellent organisational and planning skills • Strong leadership and supervisory abilities • Ability to work independently and within a team • Attention to detail and accuracy • Good analytical and problem-solving skills • Ability to work under pressure and meet deadlines • Excellent verbal and written communication skills • Ability to build and maintain positive working relationships.

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



T MTHISELWA
ACTING MUNICIPAL MANAGER