



## 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: TECHNICAL SERVICES**  
**POSITION: DATA CAPTURER (WATER AND SEWER) X2 (Permanent)**  
**LOCATION : STANDERTON**  
**Reference: MP305/TS/DC/02**  
**Salary: R270 062.29 per annum Task Grade 08**

### **Minimum Requirements**

- Grade 12
- N6 certificate in Management Assistant
- 2 -3 years relevant experience
- Good interpersonal and communication skills
- Be able to work independently with minimal supervision
- Computer literacy
- Sound knowledge of the DWS Blue Drop /Green Drop and certification programmes
- Knowledge of the Integrated Regulatory System (IRIS) and other water sector reporting systems reporting system

### **Key Performance Areas**

- Upload and capture daily, weekly, and monthly water quality sampling data onto the Blue Drop System (BDS) / Integrated Regulatory Information System (IRIS).
- Reconcile laboratory test results against SANS 241 drinking water standards.
- Maintain physical and digital records of water safety plans, risk assessments, and plant maintenance logs.
- Coordinate data collection from treatment plants, laboratories and relevant stakeholders
- Assist the Blue Drop Coordinator and Process Controllers with audit readiness documentation and report generation
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### **Inherent Requirements**

- High level of accuracy and attention to detail • Strong analytical and problem solving skills • Excellent record keeping and document management abilities • Assertiveness and strong service orientated attitude

### **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. MTSHISELWA**  
**ACTING MUNICIPAL MANAGER**