



LEKWA LOCAL
MUNICIPALITY

The Lekwa Local Municipality, with its seat in Standerton, invites applications from qualified, motivated and innovative individuals for the following position to become part of and join a dynamic and growth orientated Local Authority.

INTERNAL/EXTERNAL ADVERTISEMENT
DEPARTMENT: BUDGET AND TREASURY OFFICE
POSITION: SECRETARY TO THE CHIEF FINANCIAL OFFICER (PERMANENT)
Reference number: MP305/BTO/SCFO/01
Salary: R477 403.57 per annum Task Grade 12

Minimum Requirements

- Grade 12
- Diploma in Office Administration or relevant Secretarial qualification at NQF6
- Computer Literacy (MS Office Applications).
- 2-3 years relevant secretarial and administrative experience.
- Financial administration background will be advantageous.
- Excellent verbal and written communication skills.
- Good organisational and office administration skills.
- Ability to maintain a high level of confidentiality.

Key Performance Areas

- Provide comprehensive secretarial and administrative support to the Chief Financial Officer, Deputy CFO and Finance Managers.
- Schedule, coordinate and manage appointments, meetings and travel arrangements.
- Prepare, format, type and distribute correspondence, reports, agendas and minutes of meetings.
- Coordinate meeting logistics, venue bookings and circulation of meeting notifications and documentation.
- Manage incoming and outgoing correspondence, memoranda and departmental records.
- Maintain filing systems and ensure safekeeping of confidential information and documentation.
- Receive visitors, attend to enquiries and perform receptionist and telephonist duties for the Office of the CFO.
- Screen telephone calls, record messages and redirect enquiries to relevant officials.
- Assist with customer account enquiries and general stakeholder relations.
- Assist with the coordination and tracking of audit queries and responses.
- Process requisitions, stationery orders and office consumables.
- Support the day-to-day administration and efficient functioning of the Office of the Chief Financial Officer.

Inherent Requirements

Sound and professional interpersonal skills • Ability to work under pressure • Excellent communication skills • Good organisational and administrative skills • Attention to detail • Ability to maintain confidentiality • Ability to interpret and apply administrative procedures and guidelines • Customer service orientation.

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.lekwa-lm.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@lekwa-lm.gov.za

Notice: 37//2026

Closing date for applications: 22 September 2026


T. MTSHISELWA
ACTING MUNICIPAL MANAGER