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 RE-ADVERTISEMENT
DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT
POSITION: MANAGER HUMAN SETTLEMENTS (PERMANENT)
LOCATION: SAKHILE
REFERENCE NUMBER: MP305/PED/MHS/01
SALARY: R785 128.94 PER ANNUM TASK GRADE 16

Minimum requirements

- Relevant degree (NQF 7) qualification in Development Studies/ Human Settlements/ Law/ Public Administration or equivalent
- 5 to 8 years relevant experience
- Valid driver's license with own transport
- Good communication skills, interpersonal, analytical and organising skills
- Administrative, report writing, conflict management and leadership skills, including stakeholder management
- Computer literacy (MS Word, Excel, PowerPoint and Internet)
- Understanding and/ knowledge of Local Government legislation, Housing Code, Housing Subsidy Programmes and related legislation, policies and regulations.
- Time management, working independently and in a team environment, and the ability to prioritise
- Valid driver's licence

Key Performance Areas

- Manage the development, administration, planning and subsidy programmes for the municipality and leading the Council's housing scheme which aim to meet the Lekwa community's housing needs efficiently.
- Manage all integrated and sustainable human settlements programmes
- Develop local Housing Sector Plans as part of the municipality's Integrated Development Plans (IDPs) to manage housing delivery
- Tasked with the actual on-the-ground planning, project initiation, and integration of the upgrading initiatives of informal settlements
- Profiling of informal settlements
- Financial management: Complies and manages capital, operational and infrastructure budgets by controlling the sectional budget by ensuring that sub-sectional votes are not overspent
- Review and implement informal settlements by-laws
- Occupational health and safety compliance by carrying out any lawful order given and obeying the employer's health and safety rules and procedures.
- Performance management: coordinate sequences and activities associated with performance management by managing and reviewing the performance of staff according to the Municipal Performance Management Framework.
- Ensure compliance with legislative and policy framework guiding human settlement
- Compile reports on human settlements to various committees of Council
- Monitoring and compliance: Manage all the staff within Human Settlements division
- Auditing compliance: internal and external auditing by receiving and distributing Request for Information to subordinates for actioning and complying with response time for all RFI's received
- Risk management: Participating in identification of sectional or sub-sectional risks for submission to immediate supervisor
- Research on mechanisms to limit land invasions within the municipality and illegal occupation of subsidy houses in a greenfield project
- Attend to community issues in relation to human settlements within the local government level
- Research, planning and implementing the financial linked individual subsidy programme (FLISP), now officially known as First Home Finance (FHF), and Social Housing Affordable rental projects
- Facilitate living conditions in informal settlements according to housing standards
- Analyse strategic objectives of Council in relation to Human Settlements
- Advise Council on integrated human settlements and social housing legislations
- Overseeing and developing of standard operating procedures (SOPs) in relation to the unit
- Undertake performance evaluations of personnel through regular review of individual KPAs and KPIs and implement quality control
- Ensuring that the human settlements unit stays abreast with the latest housing administrating trends and philosophies by undertaking research and attending workshops on behalf of the unit.
- Supervising and managing the housing database system

Inherent requirements

Research and report writing capability; interpersonal skills; problem-solving skills; ability to give attention to detail; administrative and organisational skills; ability to handle pressure; and meet deadlines; decision making 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 Resource) PO Box 66, Standerton, 2430** or hand-deliver such at the **Lekwa local Municipality 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 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 reserves 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. Canvassing Councillors or officials for the appointment is strictly prohibited and will automatically disqualify the applicant
7. People from previously disadvantaged groups and people with disability are encouraged to apply
8. The application for employment form obtainable from the Lekwa Local Municipality website at www.lekwalm.gov.za must be completed.
9. For further enquiries please contact the Human Resources Administration Officer, Ms T. Maseko at tmaseko@lekwalm.gov.za

Municipal Notice: 45/2026

Closing date for applications: 02 December 2026 at 12:00

T. MTSHISELWA
ACTING MUNICIPAL MANAGER