



LEPHALALE MUNICIPALITY

Lephalale is one of the fastest growing towns in Limpopo due to the presence of natural coal reserves, huge industrial expansion projects initiated by mainly coal mining processing and electricity generation. Suitably qualified persons who wish to take role in the development and exposure of the Municipality are hereby invited to apply for the following challenging positions:

1. Position: 2x General Worker L14 A – 14

(Social Services: Parks Division)

Commencing salary: R159 804 – R161 712 – R163 824 – R165 912 and other benefits

Requirements: Mental fitness. Ability to read and write.

KPA's Inter alia: Operating mowing and other gardening equipment. Ensure equipment is signed out and returned to stores daily. General maintenance and cleaning of gardens and terrain within working hours. Litter picking and loading of general garden refuse. Report and work-related concerns to the Supervisor. Follow daily program schedule or as lawfully instructed by the supervisor.

2. Position: 1x Machine Operator L14

(Social Services: Parks Division)

Commencing salary: R163 824 – R165 912 and other benefits

Requirements: Mental fitness. Ability to read and write.

KPA's Inter alia: Operating mowing and other gardening equipment. Ensure equipment is signed out and returned to stores daily. General maintenance and cleaning of gardens and terrain within working hours. Litter picking and loading of general garden refuse. Report and work-related concerns to the Supervisor. Follow daily program schedule or as lawfully instructed by the supervisor.

3. Position: 3x Operator Gr 4 L12

(Social Services: Parks Division)

Commencing salary: R183 132 – 187 992 -R193 560 – R199 320 and other benefits

Requirements: Grade 10 or equivalent qualifications at NQF Level 2. Minimum of one (1) year applicable work experience as a Driver. Code 10 with PDRP.

KPA's Inter alia: Transporting of people, plants and materials to and from site/any other area as required. Assist with terrain, gardening, maintenance of parks, stadiums and cemeteries. Performing basic maintenance and safety inspection on vehicles allocated. Updating of logbook and all the necessary documentation in relation to utilization of vehicles.

4. Position: Accountant Expenditure L4

(Budget & Treasury: Expenditure Division)

Commencing salary: R516 036 – R528 888 – R542 316 and other benefits

Requirements: B Degree in Financial Management or equivalent qualification. Three (3) years experience in Payroll. Certificate in Municipal Financial Management Programme (MFMP) will be an added advantage. Code B driver's license.

KPA's Inter alia: Process and upload petty cash report to banking system for payment. Payroll administration. Payment of third parties and salaries. Contribute to the compilation of the annual financial statements. Verify journals, correcting transaction and allocations. Import financial system transaction into general ledger. Staff supervision.

5. Position: Data Capturer Clerk L7

(Budget & Treasury: Expenditure Division)

Commencing salary: R338 580 – R355 980 – R373 800 R392 832 and other benefits

Requirements: Grade 12 plus National Certificate in Financial Management or equivalent qualification. One (1) year experience in financial management environment.

KPA's Inter alia: Issuing of petty cash and capturing of petty cash slips information on the financial system. Reconcile petty cash and prepare report for review by supervisor. Capturing of payroll information onto the financial system. Capturing of salary journals. Attend to salary queries. Capturing of garnishee orders on the financial system.

6. Position: Enquiries Clerk L7

(Budget & Treasury: Revenue Division)

Commencing salary: R338 580 – R355 980 – R373 800 R392 832 and other benefits

Requirements: Grade 12 plus National Certificate in Financial Management or equivalent qualification. One (1) year experience in financial management environment.

KPA's Inter alia: Opening and termination of municipal accounts on billing system. Attend to general enquiries pertaining to consumer statements. Administer deposit and charge administration fee on opening of accounts. Filling of works order for opening and termination of accounts. Maintain register of works order issued for opening and closing of accounts. Handling of customer queries in relation to consumer statements.

7. Position: Skills Development Facilitator L5

(Corporate Support Services: Human Resource Division)

Commencing salary: R455 748 – R478 992 – R503 388 and other benefits

Travelling allowance: 1100 KM

Requirements: National Diploma in HRD/Management of Training/HRM or equivalent qualifications. Code B Drivers License. Three (3) year experience in Human Resources Management/Skills Development.

KPA's Inter alia: Identify relevant training intervention to address the identified skills gaps/training skills. Responsible for the compilation of Work Skills Plan (WSP) and Annual Training Report (ATR). Implementation of the Work Skills Plan (WSP) through various skills programmes. Responsible for internal and external bursary administration. Facilitate training and development initiatives. Responsible for the development and implementation of Employment Equity Act.

8. Position: Admin Assistant L6

(Corporate Support Services: Admin & Secretariat Division)

Commencing salary: R402 636 – R423 252 – R444 768 and other benefits

Requirements: Grade 12 plus computer certificate. Two (2) years administrative experience.

KPA's Inter alia: Responsible for application of grave sites for burial purposes. Allocation of grave numbers. Updating of cemetery register. Handle application for erection of tombstones, reservation of grave sites and pauper funerals. Booking of stadiums and municipal halls.

9. Position: Grader Operator L10

(Infrastructure Services: Public Works Division)

Commencing salary: R221 628 – R229 104 – R236 964 – R245 136 and other benefits

Requirements: Grade 10. Grader Operator Certificate. Five years' experience in a municipal environment. Code 10 driver's license with PDrP.

KPA's Inter alia: Blading of gravel roads with a grader. Hauling of gravel materials with a tipper truck. Blading of soccer fields and school grounds or any other area as instructed by the supervisor.

10. Position: Mechanical Broom Sweeper/TLB Operator L10

(Infrastructure Services: Public Works Division)

Commencing salary: R221 628 – R229 104 – R236 964 – R245 136 and other benefits

Requirements: Grade 10. TLB Operator/Mechanical Broom Sweeping Certificate. One (1) year experience in operating a TLB. Code 10 driver's license with PDrP.

KPA's Inter alia: Sweeping of roads in Town, Onverwacht, Marapong and villages. Digging of municipal

graves. Loading of materials such as sand, G5 on tipper trucks. Successful incumbent will be expected to operating a tipper truck as well.

11. Position: Artisan Carpenter L6

(Infrastructure Services: Public Works Division)

Commencing salary: R402 636 – R423 252 – R444 768 and other benefits

Requirements: Grade 12. Trade Test in Brick Laying/Carpentry. 5 years' experience in the municipal building environment. Code c drivers license.

KPA's Inter alia: Oversee and monitor the installation of ceilings and tiles. Repair of furniture and oversee the movements of office furniture. Construction and installation of concrete caps. Conduct minor building works. Oversee and monitor repair work and cleaning of the roof.

Closing Date: 21/11/2025

Enquiries: Makholwa AK 014 762 1400

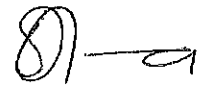
Application form that indicates the position that you are applying for, accompanied by comprehensive CV, originally certified copies of qualifications and ID, must be mailed to: **Municipal Manager, Lephalale Municipality, P/Bag X136 Lephalale, 0555 or hand – delivered to Records Office Civic Centre Cnr Joe Slovo and Douwater, Onverwacht.** Faxed or e-mailed applications and those without the relevant accompanying documents will be automatically disqualified.

If you are not contacted within 90 days after the closing date, kindly consider your application as unsuccessful.

NB: Lephalale Municipality is an affirmative action and equal opportunity employer and is committed to transformation. Lephalale Municipality has the right to advertise or withdraw an advertisement at anytime without prejudice to anyone. Applicants with highest levels of personal integrity will be considered and appropriate pre-employment screening processes are obligatory for consideration in any post.

Date: 23/10/2025

Notice no: V3/2025/2026



PF NOGILANA-RAPHELA
Municipal Manager