



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:

Position: 4x Temporary Information Data Capture

(Areas: 1x Town Cluster, 1x Seleka Cluster, 1x Shongoane Cluster & 1x Mokuruanyane Cluster)

(Strategic Support Services: Public Participation Division)

Duration of contract: 24 months fixed term

Stipend: R100 000 P/A

Requirements: Grade 12. Computer packages: MS Word, Excel and Power Point. One (1) year administrative experience.

KPA's Inter alia: Successful candidates will be responsible for data capturing, scanning and digitization of documents. Verification of information received. Updating of database on unemployment status in all clusters. Record keeping. Monthly reporting on unemployment data status to the relevant authorities.

Closing Date: 5/12/2025

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.

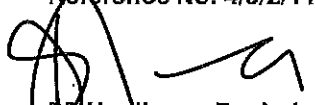
If you are not contacted within 90 days after the closing date, kindly consider your application as unsuccessful.

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: 01/12/2025

Notice no: V8/2025/2026

Reference No: 4/3/2/11


PP Nogilana - Raphela
Municipal Manager