



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 position:

1. Position: Temporary Data Capture L7 (3 months)

(Budget and Treasury Services: Expenditure Division)

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

Requirements: Grade 12. National certificate: Financial management or equivalent qualification. One (1) year experience in finance.

KPA's Inter alia: Capture all data orders, invoices, requisitions, journals, timesheets, debit and credit notes. Control petty cash, control stationery and assist payroll. Keep records of all vouchers.

Closing Date: 27/11/2025

Enquiries: Ralupfumo MR 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: 21/11/2025
Notice no: V7/2025/2026
Ref NO: 4/3/2/3


RF NOGHLANA-RAPHELA
Municipal Manager