



**LESEDI LOCAL MUNICIPALITY, GAUTENG
ADVERTISEMENT
INTERNAL/EXTERNAL**

LESEDI LOCAL MUNICIPALITY, with its Head Office situated in HEIDELBERG, Cnr HF Verwoerd and Louw Street, invites suitably qualified candidates to apply for the following positions:

Job notice number: **13/2025**

DEPARTMENT: COMMUNITY SERVICES

1. Job Title: **PROGRAMME LIBRARIAN**

Job reference: **ComS/4/3/3/5**

Number of Positions Available **1**

Term of appointment: **3-year contract**

Pay Range: **TG11: R386 508 – R501 732 per annum (benefits excl.)**

Prescribed education: Must have a Matric. National Diploma/Degree in Library Information Science/Information Studies. Valid Driver's License, Code 8 is compulsory. Project Management experience and proof of projects undertaken in promotion, marketing and exhibitions. Registered member of LIASA. Computer literacy in MS Office.

Prescribed experience: 3 – 5 years relevant experience. Excellent communication (both written and verbal) and interpersonal skills. Sound analytical and language skills. Experience in working with children. An ability to work individually as well as in a team. Must be able to work under extreme pressure.

Key responsibilities: Prepare and coordinate library programmes and projects at all libraries. Co-ordinate the acquisition of material needed to present programmes. Compile written reports on programmes presented and on job related issues. Have an understanding, knowledge and application of LIS principles and procedures. Knowledge of library ICT system. Conduct audits on assets and reports on findings. Conduct assets verification and control (Asset Management). To creatively initiate, plan, develop and implement after consultation with stakeholder's outreach programmes according to need and after research is conducted. Promote and market the libraries through exhibitions

Prescribed competency: People management, conceptual thinking, organisational awareness, Cautions and be flexible. Excellent communication and interpersonal skills.

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FINANCE SERVICES

2. Job Title:	FINANCIAL MANAGEMENT INTERN
Job reference No	FIN/4/3/3/2
Number of Positions Available	3
Term of appointment:	24 Months contract
Pay Range:	Successful candidates will be remunerated in accordance with the prescripts of National Treasury.
Prescribed education:	Must have a Matric. A 3-year Degree/Diploma (BCom/BTech) in Economics, Accounting, Auditing or Risk Management with an accredited registered higher institute.
Prescribed experience:	0-1 year of experience.
Key responsibilities:	Strategic and operational financial management. Financial and performance reporting. Governance, professional ethics and values. Auditing and accountability. Partnership and stakeholder relations. Change, risk and project management. Procurement and contract management.
Prescribed competency:	Must be computer literate with strong interpersonal skills. Should possess financial and mathematical knowledge. The ability to interact professionally with a diverse group. The display of high work ethics in setting and achieving challenging goals, meeting deadlines.

3. Job Title:	INTERNAL AUDIT INTERNS
Job reference No	FIN/4/3/3/2
Number of Positions Available	2
Term of appointment:	24 Months contract
Pay Range:	Successful candidates will be remunerated in accordance with the prescripts of National Treasury.
Prescribed education:	Must have a Matric. A 3 - year Bachelors' Degree/ National Diploma (B.Com/B.Tech) in Cost and Management Accounting, Financial Accounting, Forensic Auditing or Auditing, Risk Management, Information Systems or Information Technology (B. Sc IT) with an accredited registered higher institute. Higher Diploma or Postgraduate Diploma or Honours will be an added advantage.
Prescribed experience:	0 -1 year of experience.
Key responsibilities:	The prospective candidates should have a good understanding of both external and internal audit functions, risk management, corporate governance, ethics and disclosures, public sector environment/ management, Information Technology governance

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Prescribed competency: Must be computer literate with strong interpersonal skills. Should possess financial and mathematical knowledge. The ability to interact professionally with a diverse group. The display of high work ethics in setting and achieving challenging goals, meeting deadlines. Analytical risk management.

4. Job Title: CASHIER

Job reference: FIN/3/3/3

Number of Positions Available 1

Term of appointment: Permanent

Pay Range: TG 06: R189 816- R246 360 per annum (benefits excl.)

Prescribed education: Must have matric Certificate. Administration skills, Communication skills and Communication skills.

Prescribed experience: 1-2 years relevant experience.

Key responsibilities: Collecting and counting payment tendered, and allocating payments to the correct account for the same amount tendered to verify the total against the amount due and/or seeking identification, cheques recording and process cheque payments. Issuing receipts reflecting amount tendered and confirms recording with the customer, balancing the total cash, cheques, stop orders, and deposits received against the total receipts issued. Verifying cash receipts schedule/reports against cash/cheque totals with the immediate superior and/or attending and rectifying deviations in recordings or counts prior to forwarding for depositing. Ensuring that the cash is placed in the drop safe by the supervisor with one key held by cash-in transit company and the other by the cashier.

Prescribed competency: Attention to detail, administrative and organisational skills. Ability to work under pressure with a team and within a set time framed, excellent verbal and written communication skills. Must have good oral and good problem-solving skills.

5. Job Title: CREDITORS CLERK

Job reference: FIN/3/3/3

Number of Positions Available 1

Term of appointment: Permanent

Pay Range: TG 08: R258 264- R335 280 per annum (benefits excl.)

Prescribed education: The successful incumbent must have Grade 12 and be fully computer literate. Certificate Programme in Municipal Finance (CPMD) will be advantageous.

Prescribed experience: Must have 1-year relevant financial administrative experience.

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Key responsibilities: Verify, match, capture and prepare payments to vendors of council. Reconcile both supplier and municipal accounts; flag issues and perform audits. Maintain accurate documentation and generate relevant financial reports. Resolve queries with vendors, manage deadlines and schedules for accounts follow-up. Adhere to financial policies and assist with audits. Work with procurement/finance and support additional tasks as required.

Prescribed competency: The ability to interact professionally with a diverse group. The display of high work ethic in setting and achieving challenging goals, meeting deadline.

INFRASTRUCTURE SERVICES

6. Job Title: **SUPERINTENDENT ROADS AND STORMWATER**

Job Reference: **InfraS/4/3/3/4**

Department: **INFRASTRUCTURE SERVICES**

Number of Positions Available: 1

Term of Appointment: Permanent

Pay Range **TG 13 R489 216 –R635 076 per annum (excl. benefits)**

Prescribed education: Grade 12 or any equivalent technical qualifications of civil Engineering, Construction Management or Project Management (N4 and above). Computer literate in MS Office. Must have a driver's license. Understand of technical procedures. Required to work irregular hours under emergency situations.

Prescribe Experience 3 - 5 or more years' related work experience in engineering roads and stormwater construction, maintenance or rehabilitation. An understanding of technical procedures. Required to work irregular hours under emergency situations.

Key responsibilities: Overseeing the day-to-day operations of a team maintaining and repairing roads and stormwater draining systems, including planning work schedules, assigning tasks, ensuring proper safety protocols are followed, and managing the quality of work performed by the teams while adhering to local regulations and budget constraints.

Prescribed competency People management, conceptual thinking, Planning and Organising organisational awareness, attention to detail, Service delivery oriented, ethical and resilient, time management and Team Orientation.

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KINDLY NOTE

Please note that transport and accommodation costs, to and from Lesedi, are not reimbursed. Lesedi Local Municipality is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representativeness (race, gender, disability). Candidates whose appointment will promote representativeness will be given preference. The successful candidate will be required to disclose their financial interest annually. Applications must be submitted on the official application form as provided in the Municipal Staff Regulations Gazette No. 45181. Applications that do not have a fully completed and signed Application Form will not be considered. The form is available on the website of the municipality, <https://lesedi-lm.gauteng.gov.za> All shortlisted candidates will be subjected to background screening checks (verification of qualifications, criminal record checks and security vetting). Candidates with foreign qualifications must submit a letter from SAQA stating the equivalence of the qualifications. Due to the large number of applications, we envisage to receive, applications will not be acknowledged. If you do not receive any response within three (3) months, please accept that your application was unsuccessful. Applicants must complete the application register to be considered. Applications in sealed envelopes must be placed in the advertisement box located on the ground floor at the Corner HF Verwoerd and Louw Street, Heidelberg during office hours only. All enquiries relating to job content can be directed to Mr Teboho Tsoku @ Tel 016 466 1891, tebohot@lesedi.gov.za during office hours.

Applications to be posted to:

P.O Box 201
Heidelberg
1438

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Closing date: 04 September 2025