



## LEPELLE – NKUMPI LOCAL MUNICIPALITY

Lepelle-Nkumpi Local Municipality is situated in the Capricorn District Municipality of Limpopo Province. The Municipality boost great tourism development potential as well as increasing discoveries of both underground and surface mineral deposits. It is also the seat of the Limpopo Provincial Legislature and situated south east of Polokwane.

### THE FOLLOWING VACANT POSTS EXISTS FOR FILLING BY SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES INTERNAL AND EXTERNAL

#### **BUDGET AND TREASURY DEPARTMENT**

##### **MANAGER: ASSETS MANAGEMENT**

Salary: R 401 176.84 p.a (Car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** Degree / National Diploma in Accounting, Financial Management as a major or B.com degree. A qualification relating to the National Treasury Competency e.g. Municipal Finance Management Programme (MFMP) or Article Certificate will be an added advantage. Computer literate (MS word, MS PowerPoint, MS Excel and Pastel). Five (5) years relevant experience in Assets. Must have valid driver's license.

**RESPONSIBILITIES:** Provide an effective and efficient management function to Assets Management in accordance with current legislation. Attend verification, reporting, processing and reconciliation of Asset management. Create and monitor a system of control, procedures and forms for the recording of fixed assets recommended for management of any updates to accounting policies related to fixed assets. Assign tags numbers / barcodes to fixed assets. Record fixed assets acquisitions and dispositions in the accounting system. Track the compilation of project costs into fixed asset accounts, and close out those accounts once the related projects have been completed. Reconcile the balance in the fixed asset subsidiary ledger to the summary-level account in the general ledger. Calculate depreciation for all fixed assets. Review and update the detailed schedule of fixed assets and accumulated depreciation. Investigate the potential obsolescence of fixed assets. Conduct periodic physical inventory counts of fixed assets. Recommend to management whether fixed assets should be disposed off. Track Municipality's expenditures for fixed assets in comparison to the capital budget and management authorization. Manage and control specific accounting procedure associated with asset acquisition and disposal. Incumbent should be able to understand and implement Generally Recognised Accounting Practice (GRAP) statements.

## **CORPORATE SERVICES DEPARTMENT**

### **DRIVER**

Salary: R 71 020.18 p.a (excluding benefits)

**REQUIREMENTS:** Grade 12 certificate plus Code C1 with PrDP and good communication skills.

**RESPONSIBILITIES:** Delivery of correspondence, mail and other items according to the planned destination schedule/route, checking vehicle condition and completing the checklist prior to departure and/ or reporting defects to the immediate superior, Receiving instructions/ work orders from the immediate superior and/ or communicating with the transport officer to establish details of tasks (vehicles, materials and personnel), inspecting safety devices, control, lubricant levels, etc on vehicles and report defects to the immediate superior. Transporting personnel, material and equipment to/from specific locations. Keeps log book up to date for cost effective and responsible use of the municipality vehicle by recording mileage and destination in order to ensure responsibility.

## **COMMUNITY SERVICES DEPARTMENT**

### **REGISTRATION CLERK (LICENSING)**

Salary: R 111 468.15 p.a (excluding benefits)

**REQUIREMENTS:** The incumbent must be in possession of Grade 12 Certificate or equivalent, Certificate of End User Course in E-Natis. An ability to perform basic Accounting functions. Experience of 1-2 years performing administrative duties.

**RESPONSIBILITIES:** Registering and deregistration of vehicles. Issuing of learners documents, driving licenses, public driving permits and clearance certificates. Printing of drivers and vehicles reports. Facilitating built up of vehicles and registration without certificate with help desk. Updating driver's license card. Issuing of roadworthy and instructor's certificates. Obtaining information of the applicant on e-natis system. Maintaining the driving license cards register. Collect revenue for banking purpose. Issuing RD 329, RD 324 and CD's. Compiling daily reports.

### **EXAMINER: VEHICLES TESTING STATION (VTS)**

Salary: R 183 415.39 p.a (excluding benefits).

**REQUIREMENTS:** The incumbent must be in possession of a Grade 12 certificate or equivalent plus Diploma in Examiners of Vehicles. Registration as Examiner of Vehicles and Grade "A" Examiner. Diploma in Driving Licenses will serve as an added advantage. Code EC driving license as examiner for VTS. Certificate on SANS code 10126 and 10047 will serve as advantage. Applicants will be screened for any criminal records.

**RESPONSIBILITIES:** Testing of vehicles for roadworthiness. Performing general inspection of Municipal fleet. Taking care of testing equipments and documents used by the facility. Ensuring proper filling of records. Examiner shall be subjected to join operation of the Municipal, District and Provincial team when necessary. Perform any reasonable task assigned by the supervisor.

## **ENVIRONMENTAL OFFICER**

Salary: R 183 415.39 p.a (excluding benefits)

**REQUIREMENTS:** Appropriate Tertiary Degree or equivalent qualification in the natural sciences, environmental management plus 2 years relevant experience. Comprehensive and practical understanding of Environmental Legislation and processes, possession of a valid driver's license. Highly analytical and strategic thinker, Good writing and verbal communications skills, excellent computer skills, understand the hierarchy of Environmental Compliance Reporting, and the implications of Non-Compliance. Sound knowledge of NEMA and other relevant environmental.

**RESPONSIBILITIES:** Managing the overall environmental function of the municipality and provide professional advice in environmental management and related development issues. Undertaking professional liaison with specialist agents or consultants and Government Department with regards to the Council's environmental planning and management. Advising and assisting in formulating policy in relation to environmental management and national environmental legislations. Ensuring the municipality's compliance with National and Provincial Environmental Legislation, including Environmental impact Assessment Regulations and other related environmental legislation. Reviewing environmental reports development applications in respect of environmental issues. Assist the public and other stakeholders with queries and compliance environmental legislation and policy.

## **INFRASTRUCTURE DEVELOPMENT**

### **MANAGER: PROJECT MANAGEMENT UNIT**

Salary: R 564 498.88 p.a (Total cost to company) Three years contract.

**REQUIREMENTS:** Degree in Civil Engineering or equivalent plus professional Registration with the Engineering Council of South Africa (ECSA) .5 years experience in civil engineering of which 3 should be at middle engineering level and 2 years in Managerial or Project leadership level.

**RESPONSIBILITIES:** Be responsible for management of the local infrastructure programme. Ensuring compliance with all applicable legislation, policies and conditions applicable to municipal Infrastructure Grant (MIG). Co-ordinating regular progress meetings at municipal level and representation at national or district level. Be responsible for administration and financial management of MIG funds. Reviewing of programme performance by conducting cash flow viz actual expenditure reviews. Playing active role in contract administration by providing input for tender documents preparation, approval and award to ensure that project and related process are compliant with MIG. Reporting to funders and management by ensuring compilation and submission of monthly, quarterly, bi-annual, annual and adhoc reports to COGHSTA. Monitoring and evaluation of MIG programme by checking and seeing to it that the backlog studies, socio-economic impact assessments and environmental impact assessments of projects are undertaken. Communicating and liaising with the community in respect of project planning and implementation. Preparing work schedules

and monitoring performance by using job descriptions and agreed performance standards

### **MANAGER ROADS AND STORM WATER**

Salary: R 401 176.84 p.a (Car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** Minimum Bachelor's Degree in Civil Engineering or equivalent. Registration with the ECSA as a Professional Engineer or Technology or progress towards registration plus a 5 years relevant experience in road construction, maintenance, design experience in municipal services (especially road and storm water design).knowledge of design software and management of personnel. Knowledge on CIDB requirements. Must have a valid driver's license.

**RESPONSIBILITIES:** Managing and monitoring the administration of the road and storm water section in Civil Engineering service, contracts and documentation, design and preparation of project documents. Reporting to the Executive Manager Technical Services on Project progress. Compiling the annual capital and operation budget, certify payment certificate for payments to consultants and contractors.

Interested individuals are kindly requested to apply in writing to the Acting Municipal Manager, Private Bag X07 Chuenespoort 0745. Application must be accompanied by covering letter stating the discipline in which the applicant is applying for, an updated curriculum vitae and certified copies of qualifications.

All enquiries must be directed to Ms. M V Muparutsa - 015 633 4533 and Mr. C R Mphahlele – 015 633 4522.

NB:If you do not hear from us within two months after the closing date please, accept that your application was unsuccessful and correspondence will be entered into with short listed candidates only.

**FAXED AND E-MAIL APPLICATIONS ARE NOT ACCEPTABLE**

**LEPELLE-NKUMPI IS AN EQUAL OPPORTUNITY EMPLOYER.**

People from the designated group are urged to apply.

**CLOSING DATE: 25 OCTOBER 2013**