



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 and also ever increasing discovery of both underground and surface mineral deposits. It is also the seat of the Limpopo Provincial Legislature and situate south east of Polokwane.

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

INFRASTRUCTURE DEVELOPMENT

MANAGER: PROJECT MANAGEMENT UNIT

Salary: R 561 690, 43 per annum (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 complaint 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.

TECHNICIAN: PROJECT MANAGEMENT UNIT

Salary: R 250 901.16 (Total cost to company)

REQUIREMENTS: National diploma in Civil Engineering or Project Management. 3-5 years experience in Project Management. Knowledge of Local Government System. Registration with ECSA or Project Management related Professional Bodies will be added as an advantage. Must have valid driver's license.

RESPONSIBILITIES: Establishing and maintaining relationship with the municipal departments and stakeholders required to support the implementation of Expanded Public Works Programme and Labour Intensive Construction programme. Identifying the projects to be implemented under

EPWP labour intensive guidelines. Assisting on evaluation of business plan and technical reports. Co-ordinate meetings between different stakeholders. Monitoring of milestones, budget, achievable, targets, progress and expenditure. Compiling progress reports for relevant structures, viz National Department of Public Works, Council and relevant municipal departments. Verify the projects specifications are in accordance to EPWP guidelines. Arrange regular projects progress meetings with service providers. Ensure compliance with all legal aspects and conditions as required from the different spheres of Government. Verify payment certificates and prepare monthly payment schedule documents for MIG-funded project. Monitor and evaluate project. Assist with other related Municipal Infrastructure Programmes.

GENERAL WORKER

Salary: R 59 118.12 (excluding benefits)

REQUIREMENTS: The incumbent must have ABET Level 4 (Grade 7) and good communication skills.

RESPONSIBILITIES: Providing assistance during road construction and stormwater maintenance activities. Loading and offloading of materials and other products. Cleaning the worksite, storing equipments and tools. Holding and guiding plant or equipment during the hoisting and placement.

OFFICE OF THE MUNICIPAL MANAGER COMMUNICATION OFFICER

Salary: R 171 672.97 (excluding benefits)

REQUIREMENTS: Diploma in Communication, Journalism/Public Relations or equivalent qualification plus a minimum of 2 years relevant experience. Be computer literate. Must have valid driver's license.

RESPONSIBILITIES: The incumbent will be responsible for printing and electronic media liaison. Assist in marketing the Local Municipality. Identifying the values and the benefits added by programmes and communities. Assisting the council in developing messages to stakeholders. Monitoring and evaluating communication impact. Adjust communication plans. Drafting feature articles for departmental and organizational publication of the newsletter. Conduct communication audits. Plan and undertake internal liaison to ensure that officials are informed of important events and activities of and within Council. Comment on constitutional and statutory matters related to public relations.

Interested individuals are kindly requested to apply in writing to the Acting Municipal Manager, Private Bag X07 Chuenespoort 0745. A 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 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: 3 MAY 2013

