



LEPELLE-NKUMPI LOCAL MUNICIPALITY

www.lepelle-nkumpi.gov.za

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 EXTERNAL

OFFICE OF THE MUNICIPAL MANAGER

INTERNAL AUDITOR

Salary: R309 343.87 per annum (Car allowance applicable over and above standard municipal benefits)

REQUIREMENTS: National Diploma in Internal Auditing or equivalent qualification plus two (2) years' experience in Internal Auditing.

RESPONSIBILITIES: Performing professional internal auditing work, including conducting performance, financial and compliance audit projects. Evaluating municipality's risk areas and provide recommendations. Performing audit procedures, including identifying and defining issues, developing criteria, reviewing documents. Developing and administration surveys. Monitoring of specific statutory financial responsibilities and functions of the municipality. Analysing the financial statements and commenting to the Senior Internal Auditor on the credibility of the report in terms of the applicable legislations. Managing the implementation of audit investigative process. Performing audit related work emanating from the Audit Committee. Maintain all organisational and professional ethical standards.

BUDGET AND TREASURY

ACCOUNTANT SALARIES

Salary: R 401 553.80 per annum (Excluding Benefits)

REQUIREMENTS: National Diploma in Accounting / Auditing / Cost and Management Accounting. Computer Literacy, 2-3 years of experience within payroll administration.

RESPONSIBILITIES: Review capturing of payroll related inputs and supporting documents for correctness and

completeness. Monitor that the payroll system runs in accordance with the required standards. Post employee costs from payroll system to the financial system monthly. Send payment schedules to third parties and salary advices to employees. Reconcile control accounts and statutory payments monthly. Reconcile taxes biannually with South African Revenue Services and produce IRP5s. Submit returns on earnings to Department of Labour annually. Safekeeping and maintaining of payroll source documents and respond to external and internal queries relating to payroll.

Interested individuals are kindly requested to apply in writing to the Municipal Manager, Ms. MA Monyepao, and Private Bag X 07 Chuenespoort 0745. Applications must be accompanied by 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 Mr. CR Mphahlele - (015) 633 4522 and Ms. RM Mphahlele - (015) 633 4600

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: 14 NOVEMBER 2022