



# LEPELLE-NKUMPI LOCAL MUNICIPALITY

[www.lepelle-nkumpi.gov.za](http://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 INTERNAL AND EXTERNAL

### OFFICE OF THE MUNICIPAL MANAGER

#### MANAGER – MUNICIPAL MANAGER'S OFFICE

Salary: R 685 767.26 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** Grade 12 plus B Degree in Public Administration / Public Management. Minimum of 5 years' experience of which 3 years must be at a supervisory level. .

**RESPONSIBILITIES:** Facilitate the Executive Management meetings, co-ordinations the items to be included in the agenda and advice the Municipal Manager on the items submitted. Provide secretarial support to Executive Committee. Coordinate all the reports approved to be submitted to Council in consultation with relevant directorate. Coordinate the meetings between the Municipal Manager and the various stakeholders. Monitor and facilitate grievance escalated to Municipal Manager Office in liaison with the Strategic Business Unit (Human Resource or Labour Relations). Coordinate the MPAC questionnaire by facilitating and coordinating management responses and submit to Municipality Manager. Advice Executive Managers on the resolutions taken by Council and monitor the implementation of those resolutions. Draft external and internal communication in liaison with Municipal Manager and communication unit. Scrutinize all the correspondence directed to the office of the municipal manager and advice the Municipal Manager accordingly. Analysing and interpreting international policies, issues, legislations as well as activities of municipality, business and organizations overseas. Direct and control the outcomes associated with utilization, productivity and performance of personnel within the department. Prepare capital and operating estimates and control expenditure against the approved budget allocations. Identify and define the immediate, short and long term objectives associated with the provision of Performance Management System.

### BUDGET AND TREASURY

#### SUPPLY CHAIN MANAGEMENT - OFFICER (LEVEL 4)

Salary: R 406 985.45 (excluding benefits) Cellphone allowance applicable over and above standard municipal benefits

**REQUIREMENTS:** Grade 12 Certificate plus National Diploma in Accounting / Procurement / Supply Chain / Financial Management or relevant / equivalent qualifications. Minimum of 2 years relevant experience in Supply Chain Management.

A valid Code B driver's license.

**RESPONSIBILITIES:**

Oversee the SCM support function for the municipality (Demand, Acquisition, and Disposal), Provide acquisition management by monitoring the database of vendors / supply for the purchase of goods and services, conducting analyses of procurement expenditure for preceding years. Compile monthly, quarterly and annually SCM reports and collaboration with the manager, assess SCIM to ensure that bid process is managed properly and executed, establish and maintain bid administrative procedure including bid specification and bid evaluation committee meetings, manage the safe keeping of SCM documents including proper filling. Management of contracts / service level agreement with bidders.

#### SCM OFFICER (LOGISTICS AND RISK MANAGEMENT) (LEVEL 4)

Salary: R 406 985.45 (excluding benefits) per annum (cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** Grade 12 plus National Diploma in Supply Chain Management / Commerce / equivalent. Must have certificate in Municipal Finance Management Programme plus 2 years' experience in procurement / supply chain management field. Computer Literacy - Office Applications. In-depth understanding of supply chain management procedures and its application thereof within Public Service / Local Government.

**RESPONSIBILITIES:** Ensure compliance in SCM procedures and assists departments in submission of purchase and tender advert requests, Oversee the capturing and controlling of ordering of goods of the municipality. Assist the SCM Manager in the compilation of the bid documents, Ensure that monthly and SCM monthly and quarterly reports are compiled in terms of National Treasury Regulations to Council and relevant treasuries. Maintain Suppliers database. Form part of the Specification Committee and guide departments on formulation of specifications.

### **SENIOR CASHIER (2) (LEVEL 8)**

Salary: R 219 683.79 (excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate plus National Certificate in Accounting. Minimum of 2 years relevant experience in revenue collection unit. Computer literacy. A post Matric qualification in the field of commerce will serve as an added advantage.

**RESPONSIBILITIES:** verify that all payments received are correctly receipted, safely kept and banked. monitoring that all payments are in relation to the approved council tariffs and that are allocated to the correct vote line items of the approved budget; performing the balancing of transactions on a daily basis and ensure that the supporting documents are available when needed; supervising of cashiers on their daily duties; monitors that the handling of cash is performed in accordance to the approved revenue internal control procedures; investigating all the unknown direct bank deposit and ensure that they are correctly allocated. Compile daily collection reports; provide reports on all the deviations with respect to cash shortages and surpluses; Perform filing of all documents in relation to the collection of funds from the public; Printing audit trail of transactions; attending to audit findings and providing information as required by the auditors; compile monthly and quarterly receipts reports; attending to all queries and enquiries related to receipting and allocations.

### **FINANCIAL CLERK**

#### **BUDGET AND FINANCIAL REPORTING (LEVEL 8)**

Salary: R 190 542.42 (excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate and National Certificate in Accounting, Financial Management or relevant / equivalent qualifications. Minimum of 1 year relevant experience.

**RESPONSIBILITIES:** Coordinate and controls sequences associated with the verification and provision of information related to expenditure, maintaining creditor's accounts, prepare documents and reports, maintaining financial records according to MFMA

## **CORPORATE SERVICES**

### **HUMAN RESOURCE CLERK (Provisioning and Utilisation) (LEVEL 8)**

Salary: R 190 542.42 (excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate plus National Certificate in Human Resource Management. Minimum of 1 year experience in Human Resource field. Must be computer literate.

**RESPONSIBILITIES:** Conducting all administrative function with regards to recruitment and selection processes; conducting orientation of newly appointed employees. Create personal files for new employee. Provides administrative support with regards to processing employees remuneration and deductions (salary inputs); Maintain proper leave management within the institution. Perform handling of correspondence and records keeping.

### **HUMAN RESOURCE CLERK (Benefits Administration) (LEVEL 8)**

Salary: R 190 542.42 (excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate plus National Certificate in Human Resource Management. Minimum of 1 year experience in Human Resource field. Must be computer literate.

**RESPONSIBILITIES:** Administer employees benefits, Receive completed membership application forms from employees (medical aid, pension fund and third parties). Administer changes of membership as per employee request. Facilitate workshops and presentation to create awareness on benefits option or changes for staff members. Monitor the distribution of pension statements to staff within the allocated time frame.

### **TRANSPORT CLERK (LEVEL 8)**

Salary: R 190 542.42 (cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** Grade 12 Certificate plus National Certificate in Administration with minimum of 1 year experience in Fleet/Transport Management. Must have a valid driver's license. Must be computer literate with the knowledge of excel programme.

**RESPONSIBILITIES:** Render administration and utilization of municipal fleet. Update files with current and relevant information pertaining to the fleet administration activities. Complete the requisition form for stationery. Co-ordinate the delivery and pick-up of documentation by drivers. Conduct pre-trip inspection on vehicles, assisting the supervisor in compiling the repairs and maintenance report.

### **DRIVER (LEVEL 10)**

Salary: R 143 411.14 (excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate plus minimum of Code C1 valid driver's license with PrDP. Must have good communication skills.

**RESPONSIBILITIES:** Delivery of correspondence, mail and other items according to the planned destination schedule/route, 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.

**REGISTRY CLERK (LEVEL 8)**

Salary: R 190 542.42 (excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate plus National Certificate in Records Management / Public Management. Minimum of 1 year relevant experience. Must be computer literate.

**RESPONSIBILITIES:** Perform records management duties, filling of documents, capturing of records and applications, receiving and capturing of data, typing letters and memos. Collecting mail and parcels from the post office. Distributing mails to municipal offices.

**PHOTOCOPY - OPERATOR (LEVEL 10)**

Salary: R 143 411.14 per annum (excluding benefits)

**REQUIREMENTS:** The incumbent must be in possession of Grade 10 certificate. Must be in position to execute written instructions, Organising skills and good interpersonal skills. Must have at least 1 year experience in operating photocopier machine.

**RESPONSIBILITIES:** Provide a photocopy and mass reproduction service for the municipality. Assist council support office during the preparation and packaging of documents to serve in a council meeting. Provide a faxing services to the municipality.

**GENERAL WORKER (LEVEL 12)**

Salary: R 127 555.32 (excluding benefits)

**REQUIREMENTS:** Grade 10 / ABET Level 3 and have good communication skills. Must be able to clean.

**RESPONSIBILITIES:** Clean all grounds around municipal premises, paved and unpaved areas. Clean all tools and equipment used in the cleaning duties, namely wheelbarrows, waste trolleys, vehicles, etc. Safeguard and look after all consumable material or cleaning aids used in the process. Carry out numerous garden duties, such as soil cultivation, digging, weeding, watering, edging, pruning, bed preparation and plating. Carry out lawn maintenance and cultivation. Use cylinder and rotary mowers, trimmers and leaf blowers. Empty litter bins around designated municipal sites. Perform any other reasonable task assigned by the supervisor

**INFRASTRUCTURE AND DEVELOPMENT****TECHNICIAN: PROJECT MANAGEMENT UNIT (PERMANENT) (LEVEL 5)**

Salary: R 313 528.24 per annum (Car and cellphone allowance applicable over and above

Standard municipal benefits)

**REQUIREMENTS:** National Diploma in Civil Engineering or Project Management. 3 years' experience in Project Management. Knowledge of Local Government System. Must have valid driver's licence. Registration with ECSA or Project Management related Professional Bodies will serve as an added advantage. Must be computer literate.

**RESPONSIBILITIES:** Establishing and maintaining relationship with the municipal departments and stakeholders required to support the implementation of Expanded Public Works Programme (EPWP) 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 (NDPW), Council and relevant municipal departments. Verify that 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.

**TECHNICIAN: PROJECT MANAGEMENT UNIT**

Salary: R 565 386.35 (Total cost to company) Three years contract.

**REQUIREMENTS:** National Diploma in Civil Engineering or Project Management. Must have minimum of 2 years' experience in Project Management. Knowledge of Local Government System. Must have valid driver's licence. Registration with ECSA or Project Management related Professional Bodies will serve as an added advantage. Must be computer literate.

**RESPONSIBILITIES:** The successful incumbent will report to the Project Management Unit Manager and will be responsible for the following: Delivering technical support and evaluating proposed projects in alignment with Municipal IDP and the regional and provincial growth and development plans. Ensuring compliance with all legal aspects and /or conditions, as required by the various spheres of government. Preparation of business plans and technical reports for projects funding. Assist in preparing and assessing payment certificates and fee claims, verifying payment certificates and preparing monthly payments schedule documentation. Maintain project performance data on a national database including preparation on monthly progress reports and reporting thereof and submission to relevant authorities within the specified periods. Project supervision of labour - intensive projects in line with EPWP framework and the related municipal infrastructure programmes. Successful candidate will be responsible for supervision of projects implementation, arranging and attending regular project progress visits and meetings including preparation of minutes of site meetings.

Manage cash flow and committed project expenditure

### **ELECTRICAL TECHNICIAN (LEVEL 5)**

**SALARY:** R 313 528.24 per annum (car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** National Diploma in Electrical Engineering or equivalent plus a valid driver's licence. Must have 2-3 years relevant experience in field of electrical services.

**RESPONSIBILITIES:** Conducting planned and periodical inspection as and when required on electrical network and system. Attend to enquiries and complaints received from the public and liaise with the public in this regard. Conducting investigations and gather information to draft a construction plan and continuously update according to construction needs. Responsible for quality control during all phases of the work including the issuing of variation orders and corrective procedures on site. Determine position of new service and upgrade services on site according to approved engineering drawings. Provide support in the drafting of service level agreements and obtain engineering services contributions from developers and stand owners. Maintain staff discipline in accordance with Municipal codes and procedures.

### **TEAM LEADER (LEVEL 9)**

**SALARY:** R 157 689.06 per annum (excluding benefits)

**REQUIREMENTS:** N3 Certificate in Civil Engineering plus 1-2 years experience in construction of roads and maintenance. Must have code C1 driver's license plus PrDP. Must be in position to execute written instructions, organising and good interpersonal skills.

**RESPONSIBILITIES:** Supervise allocated team. Compile daily production records. Identify and quantify work. Driving staff to and from site. Submit prescribed reports to line function. Perform any reasonable task.

### **GENERAL WORKER (2) (LEVEL 12)**

**SALARY:** R 127 555.32 per annum (excluding benefits)

**REQUIREMENTS:** Grade 10 / Adult Education Training equivalent 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.

## **PLANNING AND LED**

### **BUILDING INSPECTOR (LEVEL 5)**

Salary: R 313 528.24 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** National Diploma in Civil Engineering / Building Science. Must be in possession of 2-3 years' relevant experience. Must have a valid driver's licence.

**RESPONSIBILITIES:** Conducting physical building inspection in accordance with National Building Regulations. Visiting all work-sites and conduct routine inspections to ensure that there are no illegal construction. Issue notice for unauthorized building works. Scrutinising building plans to ensure that plans are approved or turned down in accordance with the relevant laws. Liaise with the public for building control matters on plan fees, building lines, progress on plans, encroachments applications and general enquiries. Update records of all building works completed for the valuation process.

### **DEEDS OFFICER (LEVEL 4)**

Salary R 406 985.45 (excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate plus National Diploma in Property Management / Real Estate. Minimum of 2 years relevant experience. Must have valid driver's licence. Knowledge of property registration and transfers (in).

**RESPONSIBILITIES:** Research on suitable properties as per municipal property requirements. Assist in the administration of the municipal land sales. Administering lease agreement of Municipality land to meet request, generate revenue and ensure optimal use of land. Administering donation of Municipal land to ensure local economic development. Comply with policies and procedures relating to holding of property (GIAMA). Administering street and park closures to ensure optimal use of land. Assist in administering illegal occupation of land to ensure controlled, orderly and safe environment. Perform administrative duties by updating records register and keeping of all relevant documents.

## **COMMUNITY SERVICES**

### **CHIEF TRAFFIC OFFICER (LEVEL 3)**

Salary: R 458 223.59 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** Grade 12 Certificate, National Diploma in Traffic Management and Law Enforcement plus Bachelor of Policing Practices. Registered as Traffic Officer. Computer Literacy and Financial Management Skills. Valid Code B Driver's licence. A valid Code EC/ and A driver's license would be an advantage. Must have at least 5 years working experience as a Traffic Officer of which 3 years should be on a supervisory level.

**RESPONSIBILITIES:** Must be responsible for the management and coordination of municipal traffic service functions - Law enforcement traffic transgression and municipal by-laws. Plan and facilitate law enforcement operations and ensure that all traffic regulations and laws



are effectively enforced. Be responsible for the execution and management, development, planning and design function with regard to the traffic management. Develop short, medium and long-term traffic law enforcement strategies. Conduct research and inspection and come with intervention initiatives in addressing the expansion of traffic demands in line with the IDP of the Municipality. Develop and institute an effective reporting system in the section to aid Council in the management of the service delivery. Administering road accidents. Roads safety unit and supporting emergency and rescue personnel during major disasters. Managing and ensuring that any risk to public safety or contravention to traffic regulations and laws are identified and corrective measures enforced on offenders. Maintain effective and efficient stakeholders relations and ensure all general protocols, policy and procedures are adhered to. Manages and ensure all administrative sequences related to statutory documentation, registers and statistics are performed.

#### **TRAFFIC OFFICER (LEVEL 5)**

**SALARY:** R 313 528.24 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** Traffic Diploma plus one (1) year work experience as Traffic Officer as well as an in depth knowledge and understanding of traffic and safety issues; Be computer literate and in possession of a valid driver's license.

**RESPONSIBILITIES:** Ensure that an adequate traffic control function is provided by patrolling the road/area ; arranging and controlling traffic; taking responsibility for scholar patrols; safeguarding collision areas; identifying and reporting problem areas and shortcomings in the existing infrastructure regarding the traffic flow; prosecuting trespassers according to relevant legislation; Collaborate with other law enforcement officials by: setting speed traps to enforce speed limits; hold roadblocks ,serve warrant of arrests, escorting vehicles as required and follow daily work roaster. Respond to all emergencies, incidents and complaints; perform any other reasonable task.

#### **EXAMINER - DLTC (LEVEL 5)**

**SALARY:** R 313 528.24 per annum (excluding benefits)

**REQUIREMENTS:** The incumbent must be in a possession of Grade 12 certificate, Diploma in Examiner Driving Licences Grade A. 1-2 years' experience in Driver's License Testing Centre and must have physically performed the examination of learners and driving licences.

**RESPONSIBILITIES:** Renewal and downgrade of driving licences, eye - testing. Authorising, use of K53 testing method, confirming of learners and driving licence tests. Use of e-natis to enter test results. Test applicants for professional driving permit and of instructor's certificate. Handle public queries in terms of driving licencing testing.

#### **GENERAL WORKER - POUND (2) (LEVEL 12)**

**SALARY:** R 127 555.32 per annum (excluding benefits)

**REQUIREMENTS:** The incumbent must have Grade 10 / Adult Education Training equivalent and good communication skills. Relevant experience of at least 6 months.

**RESPONSIBILITIES:** Recording livestock impounded in a pound register. Provide full details of the stray animals and person who brought them to the pound. Performing daily duties of counting and feeding of animals, cleaning of kennels, trucks and ensuring the availability of water at all the times. Performing general maintenance of pound, providing assistance during auctions of animals. Assist in loading impounded stray animals into the Cattle pound Truck

#### **GENERAL WORKER - REFUSE REMOVAL (4) (LEVEL 12)**

**SALARY:** R 127 555.32 per annum (excluding benefits)

**REQUIREMENTS:** The incumbent must have Grade 10 / ABET Level 4 and Basic Numeracy and literacy skills

**RESPONSIBILITIES:** Inspecting loads of waste to be collected from residential, business and industrial sites. Separate and transport waste to landfill sites. Accurately determine and convey waste levels received / collected with landfill personnel. Perform any other related duties as instructed by Waste Management Officer.

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Interested individuals are kindly requested to apply in writing to the Municipal Manager, Ms. MA Monyepao, and Private Bag X07 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 4500 and Ms. R M Mphahlele - (015) 633 4500

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: 16 FEBRUARY 2023**