



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 boasts 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 is situated south east of Polokwane.

THE FOLLOWING VACANT POSTS EXIST FOR FILLING BY SUITABLY QUALIFIED AND EXPERIENCED CANDIDATE EXTERNAL (INTERNAL CANDIDATES WHO APPLIED BEFORE NEED NOT TO RE-APPLY)

CORPORATE SERVICES

PHOTOCOPY - OPERATOR (LEVEL 11)

Salary: R 120 163.69 per annum (excluding benefits)

REQUIREMENTS: The incumbent must be in possession of Grade 10 certificate in administration. Must be in position to execute written instructions, Organising skills and good interpersonal skills. Must have at least 6 months 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

BUDGET AND TREASURY DEPARTMENT

SUPPLY CHAIN MANAGER (LEVEL 2)

SALARY: R631 627, 32 per annum (car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: B Degree / B. Tech in Commerce plus or equivalent and minimum 3 years experience in Supply Chain Management within the public services sector in middle management.

RESPONSIBILITIES: Develop and implement supply chain management strategy and plan in line with Municipality's strategy. Develop and implement supply chain management policies, processes and procedures. Manage the implementation of the relevant supply chain systems, infrastructure and management systems. Monitor all processes of supply chain management including the functionality of Bid committees. Develop Supply Chain management reports in accordance with prescribed legislative framework. Determine and monitor overall stock levels for the municipality. Oversee the demand, acquisition, disposal, and logistics management of the municipality. Develop measures to monitor application and compliance to supply chain policies by business units, reports directly to the Chief Financial Officer.

SUPPLY CHAIN MANAGEMENT OFFICER (DEMAND AND ACQUISITION) (LEVEL 4)

SALARY: R374 854.77 per annum (cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: National Diploma in Supply Chain Management / Commerce or equivalent. with 2-3 years in experience in procurement / supply chain management field with public service sector at a supervisory level. Computer Literacy-Office applications. In-depth understanding of supply chain management procedures and its application thereof.

RESPONSIBILITIES: Ensure compliance with MFMA, SCM policy and procedures and other applicable legislation; assist user departments with submission of purchase and tender advert requests; Ensure timeous capturing and issuing of purchase orders. Assist the SCM Manager with the compilation of bid documents and publicising/advertising on the tender bulletin; Ensure that Supply Chain Management monthly and quarterly reports are compiled in terms of Municipal Finance Management Act and Treasury Regulations to Council, Provincial and National Treasuries and other stakeholders. Form part of the Specification Committee and provide expertise to user departments on formulation of specifications. Ensure that services/goods ordered are in accordance with the specification and approved budget. Submit suppliers and service providers' invoices for payment.

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

SALARY: R 374 854.77 per annum (cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: National Diploma in Supply Chain Management / Commerce or equivalent. Must have certificate in Municipal Finance Management Programme plus 2-3 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.

OFFICE OF THE MUNICIPAL MANAGER

INTERNAL AUDITOR (LEVEL 5)

SALARY: R 288 775.82 per annum (Car allowance applicable over and above standard municipal benefits)

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

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 administering 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.

Interested individuals are kindly requested to apply in writing to the Acting Municipal Manager, KG Mankga, and 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 Mr. C R 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: 13 AUGUST 2021