



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 EXTENALLY

BUDGET AND TREASURY

MANAGER - SUPPLY CHAIN MANAGEMENT

SALARY: R685 767.26 per annum (car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade 12 Certificate plus B Degree / B.Tech in Commerce or equivalent and minimum 3 years' experience in Supply Chain Management within the public services sector.

RESPONSIBILITIES: Must have people management skills and be able to execute and resolve internal and external audit queries. Development and implementation of audit action plans. Ability to implement useful, irregular, fruitless and wasteful reduction strategy and non-occurrence of further uifw. 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

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.

INFRASTRUCTURE AND DEVELOPMENT

MANAGER: PROJECT MANAGEMENT UNIT

Salary: R 905 799.44 per annum (Total cost to company) Three year contract.

REQUIREMENTS: Degree in Civil Engineering or equivalent at NQF Level 7. Professional Registration with the Engineering Council of South Africa (ECSA) or South African Council for the Project and Construction Management Professions (SACPCMP) will be an added advantage. Five (5) years' experience in Civil engineering of which three (3) years should be at Middle Management Level and 2 years in Project Leadership Level.

RESPONSIBILITIES: Must be responsible for management of the local infrastructure programme. Ensuring compliance with all applicable legislation, policies and conditions applicable to Municipal Infrastructure Grant (MIG). Coordinating 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 document's 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. Holding the monthly meetings with the appointed Service Providers in order to track their performance.

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: 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 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.

CORPORATE SERVICES

GENERAL WORKER

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

OFFICE OF THE MUNICIPAL MANAGER

RISK MANAGEMENT INTERNS (2)

Salary: R 100.000 per annum (Total cost to company) two (2) years contract)

REQUIREMENTS: Grade 12 Certificate plus National Diploma in Internal Audit or Risk Management

RESPONSIBILITIES: Gain training exposure in risk management; assist in the implementation of risk Management Strategy and fraud Prevention strategy; provide risk management support ; assist in facilitation of risk assessments and conducting of ERM awareness workshops; assist in compilation of quarterly risk management reports and updating of risk register; report to Risk Officer and Perform any other reasonable duties as assigned.

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 4500 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: 10 NOVEMBER 2022