



# 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

### TECHNICAL SERVICES DEPARTMENT

#### TECHNICIAN: PROJECT MANAGEMENT UNIT

Salary: R 430 097.73 (Total cost to company) Three year contract.

**REQUIREMENTS:** National Diploma in Civil Engineering or Project Management. 3-5 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.

### OFFICE OF THE MUNICIPAL MANAGER

#### RISK MANAGEMENT INTERNS (2 POSTS)

Salary: R100 000.00 per annum (Total cost to company) Two year contract

**REQUIREMENTS:** Diploma in Accounting, Internal Audit, Risk Management or equivalent.

**RESPONSIBILITIES:** Gaining training exposure in Risk Management; Assist in the implementation of Risk Management Strategy and Fraud Prevention Strategy. Providing 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. The candidate will report to Risk Officer and performs any other reasonable duties as assigned.

### INTERNAL AUDIT INTERNS (2 POSTS)

Salary: R100 000.00 per annum (Total cost to company) Two year contract

**REQUIREMENTS:** Diploma in Accounting, Internal Audit, Risk Management or equivalent.

**RESPONSIBILITIES:** Assist in the implementation of Risk Management Strategy and providing Risk Management Support, assist in facilitation of risk assessments, assist in the co-ordination of Internal Audit and Auditor – General Queries, Audits variety of accounting, financial and operational records and procedures requiring the application of professional accounting and auditing principles, verifies reports against source records to determine reliability. Use computer programs in the evaluation of data, prepare work papers, use a computer programs in the evaluation of data, and perform other duties as assigned.

### OFFICE OF THE CHIEF FINANCIAL OFFICER

#### MUNICIPAL FINANCE MANAGEMENT INTERNS (5 POSTS)

Salary: R100 000.00 per annum (Total cost to company) Two year contract.

**REQUIREMENTS:** A University/Technikon graduate majoring in Accounting and Auditing or Tax or Economics. Should not have been an intern anywhere else.

**KEY RESPONSIBILITIES:** Gain training exposure in Expenditure section, Budget section Revenue Management section, Supply chain Management and internal section. Ensures compliance to Municipal Finance Management Act; Act as compliance officers for the municipality; Ensures accurate and timely submissions of relevant Treasury returns and required documents; ensures compliance on National Treasury Budget reforms; Use their theory and content in improving the financial management systems of the municipality.

### BUDGET AND TREASURY DEPARTMENT

#### ACCOUNTANT: REVENUE MANAGEMENT

Salary: R 288 375.40 per annum (excluding benefits)

**Requirements:** B Com (Financial Management) degree / National Diploma (Financial Management) or a minimum equivalent of NQF Level six (6) qualification in financial management plus 2 - 3 years relevant experience in financial management. The ability to understand, interpret and apply financial services, specifically policies governing revenue management. Computer literacy. Knowledge of Venus financial system will be an added advantage.

**Responsibilities:** Analyse and approve revenue recording processes referring to information detailed in supporting documentation and resolve deviations from procedures; Ensure proper closure of the financial system on a monthly basis; Provide support with regards to the consolidation of income transactional information to facilitate the production of Financial Statements; Prepare monthly revenue management reports; interact with the internal/ external auditors and make available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of account receivable transactions; Provide guidance to personnel on the application of procedures; Reconcile daily receipts and banking. Facilitate allocation of direct payments to individual debtors accounts, Supervise the Senior cashier and cashiers, Ensure proper cash management.

### TECHNICAL SERVICES DEPARTMENT

#### DRIVER- OPERATOR

Salary: R109 094.97 per annum (excluding benefits)

**REQUIREMENTS:** The incumbent must be in possession of Grade 10 certificate. Must be in position to execute written instructions. Code EC 1 driver's license plus Pr DP. Experience of at least 2 years as a driver. Operator's certificate will serve as an added advantage.

**RESPONSIBILITIES:** Operation of heavy vehicle during road and storm water maintenance activities. Transporting personnel, material and equipment to or from specific locations. Communicating with the supervisor on site and confirming requirements or specifications. Controlling the utilization of materials (sand, stone, crusher run etc.) and discharging / offloading required quantities of materials for repair or reconstruction work. Inspecting vehicle and plant to ensure roadworthiness.

### HANDYMAN

Salary: R 97 033.21 per annum (excluding benefits)

**REQUIREMENTS:** The incumbent must be in possession of Grade 10 certificate. Must be in position to execute written instructions. Code EB driver's license. Must have at least 2 years' experience in general building maintenance.

**RESPONSIBILITIES:** Repair defects and renovates interior / exterior building surfaces. Replacing damaged doors and locks, window frames and broken panes using hand held tools. Clearing blocked drainage and waste water systems using high pressure cleaning system to remove trapped waste. Repairing leaks and flushing units in municipal buildings, replacing washers, gaskets and testing functionality. Replacing worn lights bulbs and switches. Mounting notice boards on the walls and signage's in the yard. Performing maintenance of air conditioners in the offices. Monitoring and maintenance of stand-by generator. Perform any other reasonable tasks.

### COMMUNITY SERVICES DEPARTMENT

#### GENERAL WORKER (REFUSE REMOVAL)

Salary: R 97 033.21 per annum (excluding benefits)

**REQUIREMENTS:** The incumbent must have an appropriate primary education and good communication 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.

Interested individuals are kindly requested to apply in writing to the Acting Municipal Manager, Private Bag X07 Chuenespoort 0745. Application must be in the form of 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 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: 24 JULY 2017**