



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 INTERNAL AND EXTERNAL

TECHNICAL SERVICES DEPARTMENT MANAGER ROADS AND STORM WATER

Salary: R 631 627.32 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: B-tech in Civil Engineering or equivalent. ECSA or Project Management related Professional Bodies will serve as an added advantage. Minimum relevant of 5 years experience in road construction, maintenance, design experience in municipal services (especially road and stormwater). Knowledge of design software and management of personnel. Knowledge on CIDB requirements. Must have a valid driver's license. Experience in implementation of EPWP Projects.

RESPONSIBILITIES: Managing and monitoring the administration of the road and storm water section in Civil Engineering service, contracts and documentation, design and preparation of project documents. Reporting to the Executive Manager Technical Services on Project progress. Compiling the annual capital and operation budget, Certify payment certificate for payments to consultants and contractors.

TECHNICIAN: PROJECT MANAGEMENT UNIT (PERMANENT)

Salary: R 288 775.82 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.

DRIVER- OPERATOR (4)

Salary: R132 089.12 per annum (excluding benefits)

Grader x1 Requirements: operating license for grader and two (2) years experience, Code C 1 driver's license plus PrDP). Tipper/water cat x2 (Requirements; EC 1 driver's license plus PrDP and two(2) years experience. Excavator/TLB x1 Requirements: operating license for TLB and excavator and min two (2) years experience and Code C 1 driver's license plus PrDP).

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: R117 485.08 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 one (1) year 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

CORPORATE SERVICES DEPARTMENT

ADMIN OFFICER (RECORDS)

Salary: R 288 775.82 per annum (excluding benefits)

REQUIREMENTS: National Diploma in Public Administration. Must be in possession of intermediate archives and record management certification. Must be in possession of 2-3 years' administration experience. Must have a valid driver's licence.

RESPONSIBILITIES: Monitoring the recording, filing and distribution of correspondence including postal mail, faxes and internal correspondence. Co-ordinate the incoming and outgoing mails. Monitoring the process of receipt and registration of applications for employment. Co-ordinate the inspection of records by Provincial Archive officials. Monitoring the preparation process of records for disposal. Monitor co-ordination of adhoc photocopying, bulk photocopying and packaging of documents. Facilitate awareness of documents management procedure and processes. Monitoring and ensuring cleanliness in municipal offices and surrounding.

BUDGET AND TREASURY DEPARTMENT

FINANCIAL CLERK- STORES

Salary: R175 499.48 per annum (excluding benefits)

REQUIREMENTS: Grade 12 plus a three year Diploma/ National Diploma/ Degree qualification in the field of Supply Chain/ Logistics/ Finance/ Accounting. General accounting experience of at least one (1) to two (2) years.

RESPONSIBILITIES: responsible for safe -keeping of stores/ inventory items of the municipality; ensure the correct recording and capturing of stores items in the financial system; responsible for issuing and receiving of stores items to departments and service providers; responsible for monthly and quarterly stock-counts; responsible for the receipt and recording of newly acquired stock items in the system; ensures stores items received reconciles with the ordering system of the municipality; ensures that the right quantity of goods are delivered at the required time; updates the departments on a monthly basis on stock-levels of the municipality. Any other duty to be delegated by the accountant: assets and stores.

PLANNING AND LED

BUILDING INSPECTOR

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

REQUIREMENTS: National Diploma or Degree in Building Science/Town and Regional Planning/Architecture. Must be in possession of 1-3 years' relevant experience. Must have a valid driver's licence.

RESPONSIBILITIES: Conducting physical building inspection in accordance with National Building Regulations and Land use management scheme. Visiting all work-sites and conduct routine inspections to ensure that there are no illegal construction of permanent or temporary structures. 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.

OFFICE OF THE MUNICIPAL MANAGER

SENIOR INTERNAL AUDITOR (PERFORMANCE AUDIT)

Salary: R374 854.77 per annum (Car allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Bachelor's Degree or Diploma in Accounting, Auditing (NQF level 6) or other related field. Experience in performance Auditing and one or more of the following: Regularity Auditing, Computer Auditing, Forensic Auditing, and Environmental Auditing. Experience of at least 4 years in Internal Auditing.

KNOWLEDGE AND ABILITIES: Knowledge of the techniques, test and sampling methods involved in conducting audit and the requirements set forth in the internal standard of the professional practice of internal auditing. Knowledge of computer-oriented accounting and auditing record keeping systems. Knowledge of organisational theory and design. Skill in designing forms to be used in auditing activities. Communicate both oral and in writing, including the ability to interview persons. Ability to establish effective working relationship with audit staff and council's personnel as a whole. Supervise a group of professional and clerical subordinates. Evaluate staff on their performance on timely basis.

RESPONSIBILITIES: Supervise auditing assignments and implement internal audit policies. Establish procedures covering the scope of audits, estimates resource needs and assign work to meet completion dates. Audit a variety of complex financial records and operations. Evaluate methods used by staff auditors to determine if audits are being conducted in accordance with professional standards. Identify and analyse causes of uneconomic and inefficient practices in the assigned area of responsibility. Evaluate content and edit audit report drafts for submission to the Chief Audit Executive. Present findings and recommendations concerning programs audited to the Chief Audit Executive.

Interested individuals are kindly requested to apply in writing to the Acting Municipal Manager, LA Gafane, and Private Bag X07 Chuenespoort 0745 or hand delivered at 170 BA, Unit F, Lebogakgomo, 0737 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 Ms. M V Mparutsa - (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: 25 AUGUST 2020