



LEPELLE-NKUMPI LOCAL MUNICIPALITY

Postal Address

Private Bag X07
CHUENESPOORT
0745

www.lepelle-nkumpi.gov.za

Physical Address

170 BA Civic Centre
Tel : (+27)15 633 4500
Fax : (+27)15 633 6896
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 (RE-ADVERTISEMENT)

TECHNICAL SERVICES DEPARTMENT

TECHNICIAN: PROJECT MANAGEMENT UNIT (2)

Salary package: R490 117.87 (Total cost to company) Three (3) years contract.

REQUIREMENTS: National Diploma/NQF Level 6 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.

TECHNICAL SERVICES DEPARTMENT

TECHNICIAN: PROJECT MANAGEMENT UNIT

Salary: R271 789.01 (excluding benefits)

REQUIREMENTS: National Diploma/NQF Level 6 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.

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SECRETARY (ADMINISTRATOR): PROJECT MANAGEMENT UNIT

Salary package: R295 132.46 per annum (Total cost to company) Three (3) years contract

REQUIREMENTS: The incumbent must be in possession of a Grade12 Certificate, a Diploma in office Administration/secretarial or equivalent plus a minimum of two (2) years in office administration or secretarial responsibilities. Experience in the PMU as an administrator will serve as an advantage. Be computer literate. Possess excellent typing skills. The ability to work under pressure.

RESPONSIBILITIES: providing secretarial and administrative support function to the unit. Managing diary by advising the manager of appointments, screening of telephone calls and taking messages, typing reports and weekly schedules. Making traveling arrangements for the section. Performing reception duties by attending to visitors to the department and direct them to relevant officers. Monitoring the attendance register for the section as well as leave roster. Typing reports, writing correspondence faxes. Processing requisition forms for Submission to finance department for payment by checking and ensuring that sufficient funds are available and obtaining approval. Attend enquiries from the public both telephonically and in person. Projects data capturing and reporting in the MIG MIS System.

Interested individuals are kindly requested to apply in writing to The Acting Municipal Manager, Lepelle-Nkumpi Local Municipality, Private Bag X 07 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: 8 October 2019

"Motho ke motho ka batho"