



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 situated south east of Polokwane.

The following vacant post exists for filling by a suitably qualified and experienced candidate:

Technical Services Department

Handyman

Salary: R110 574.20 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 two (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. Maintenance of the ablution facilities, replacing washers, gaskets and testing functionality. Replacing worn lights bulbs and switches. Painting of various sections of the Municipal buildings. Tiling of areas that needs tiles replacement. Mounting notice boards on the walls and signage's in the yard. Erection of ceilings and skating. Performing maintenance of air conditioners in the offices. Monitoring and maintenance of stand-by generator. Perform any other reasonable tasks.

Community Services Department

Examiner of DLTC

Salary: R271 789.01 per annum (excluding benefits)

REQUIREMENTS: The incumbent must be in a possession of Grade 12 certificate, Diploma in Examiner Driving Licences Grade A. 1-2 years relevant experience.

RESPONSIBILITIES: Renewal and downgrade of driving licences, eye –testing. Authorising, use of K53 testing method, confirming of learners and driving licence tests. Use of e-natis to enter test results. test applicants for professional driving permit and of instructor's certificate. Handle public queries in terms of driving licencing testing.

Budget and Treasury Department

Financial Clerk - Stores

Salary: R165 175.99 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.

Interested individuals are kindly requested to apply in writing to the Acting Municipal Manager, Private Bag X07 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 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: 15 NOVEMBER 2019

Mr T Gafane - Acting Municipal Manager

“Motho ke motho ka batho”