



LEPELLE-NKUMPI LOCAL MUNICIPALITY

Postal Address
Private Bag X07
CHUENESPOORT
0745

www.lepelle-nkumpi.gov.za

Physical Address
170 BA Civic Centre
LEBOWAKGOMO, 0737
Tel : (+27)15 633 4500
Fax : (+27)15 633 6896

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**

CORPORATE SERVICES

SKILLS DEVELOPMENT FACILITATOR

Salary: R 254 254.45 (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: The incumbent must be in possession of an appropriate B degree or National Diploma in HR Management / Development plus 2-3 years relevant experience. Be computer literate.

RESPONSIBILITIES: Developing workplace skills plan and submit report to the LGSETA and assist in its implementation. Assisting in identifying and documenting training needs based on skills priorities as per Departmental objectives contained in municipality's Intergrated Development Plan. Collect all relevant data of the workforce for training and including their occupational level, age, race and gender. Conduct workforce skills audit. Compiling costs of training. Co-ordinate learnerships activities of both new and ongoing learners. Compile and submit quarterly monitoring reports to LGSETA. Facilitate and provide ABET. Co-ordinate training committee meeting. Collect and collate information for the purpose of reporting on Employment Equity.

BUDGET AND TREASURY DEPARTMENT

ACCOUNTANT: REVENUE MANAGEMENT

Salary: R 254 254.45 per annum (excluding benefits)

REQUIREMENTS: B Com (Accounting) degree or equivalent qualification plus 2 - 3 years relevant experience in financial management. Ability to understand, interpret and apply financial services, specifically policies governing financial reporting and analysis. Be computer literate. Knowledge of Venus financial system will be an added advantage.

KEY RESPONSIBILITIES:Analysing and approving revenue recording processes referring to information detailed in supporting documentation and resolving deviations from procedures; Ensure proper closure of the financial system on a monthly basis ; Providing

support with regards to the consolidation of Income transactional information to facilitate the production of Financial Statements; Preparing monthly revenue management reports ; Interacting with the internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transactions; Providing guidance to personnel on the application of procedures; Reconciliation of daily receipts and banking, Facilitate allocation of direct payments to individual debtors accounts, Supervise the Senior cashier and cashiers, Ensure proper cash management.

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: 04 MAY 2015