



LEPELLE-NKUMPI LOCAL MUNICIPALITY

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CHUENESPOORT
0745

www.lepelle-nkumpi.gov.za

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170 BA Civic Centre
LEBOWAKGOMO, 0737
Tel : (+27)15 633 4500
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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**

COMMUNITY SERVICES DEPARTMENT

ADMIN CLERK: DISASTER & INDIGENT SUPPORT MANAGEMENT

Salary: R 119 036.84 p.a (excluding benefits)

REQUIREMENTS: Grade 12 certificate. Diploma or NQF level 6 in the relevant field will serve as an added advantage. 1-2 years experience in Disaster Management and or Social Services

RESPONSIBILITIES: To co-ordinate disaster management activities within the municipality. Conduct risk assessment and planning. Educate and promote stakeholder awareness. Administer and coordinate disaster management services. Administer and coordinate provision of indigent support.

DRIVER OPERATOR

Salary: R 75 842.45 p.a (excluding benefits)

REQUIREMENTS: The incumbent must be in possession of Grade 10 certificate. Must be in position to execute written instruction. Experience of at least 2-3 years as a driver. Valid Code C driver's license plus public driver's license.

RESPONSIBILITIES: Driving the truck from site to site for refuse removal. Preparing rounds for refuse removal, transporting personnel to locations and monitoring the collection activities. Driving to waste disposal sites and commencing with discharging sequence, engaging specific controls to activate the tipping or offloading sequence. Inspecting the truck daily to ensure road worthiness. Reporting incidents that require the attention of supervisor. Report any defects and or accident pertaining to the truck.

OFFICE OF THE MUNICIPAL MANAGER

SENIOR INTERNAL AUDITOR

Salary: R 254 254.45 p.a (excluding benefits)

REQUIREMENTS: Bachelor's Degree or Diploma in Accounting, Auditing (NQF level 6) or other related field. Experience in one or more of the following: Regularity Auditing, Computer Auditing, Performance Auditing, Forensic Auditing, Environmental Auditing. 4 years experience 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 a timely basis

RESPONSIBILITIES: Supervise auditing assignments and implement internal audit policies. Establish procedures covering the scope of audits, estimate 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. Co-ordinate audit activities with the data processing organization and other department to secure programming and computer time and other resources when needed to evaluate programs and conduct audit. Analyse information system and procedure to assess the adequacy of control over information and to provide useful cost-effectiveness data. Perform any other reasonable duties as assigned.

RISK MANAGEMENT INTERN (2)

Salary: R100 000.00 p.a (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.

LOCAL ECONOMIC DEVELOPMENT AND PLANNING MANAGER: LED AND PLANNING

Salary: R 428 416.75 p.a (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: A tertiary qualification in Business Administration/Development Management/Economic Development/ Development Management which is equivalent to NQF level 7. Five years relevant experience (Attached certificates as proof of exposure in the LED field will be added advantage). Valid driver's license.

RESPONSIBILITIES: Managing all planning and interventions for Local Economic Development (LED) of the municipality. Developing, implementing and reviewing policies and strategies aimed at promoting LED such as LED strategy, SMME development Strategy and other LED sector policies and plans. Building and managing relationship/partnership by establishing and providing continuous support to all LED and relevant stakeholders forum. Represent the municipality in relevant forums and meetings. Facilitate public private partnership LED initiatives and collaboration with other institutions in implementing LED programmes.

To oversee and manage the implementation of support initiatives as per the sector plans by facilitating capacity building, linking and sourcing of funds and providing support on adhoc basis.

CORPORATE SERVICES DEPARTMENT

MANAGER: RESEACHER (MUNICIPAL COUNCIL)

Salary: R428 416.75 p.a (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: A relevant 3 year Degree or an equivalent NQF level 7 qualification with 5 years relevant experience. Proven research and report writing skills. Good written and verbal communication skills. Knowledge of local government legislation and policies. Good policy analysis skills. In depth knowledge of council processes and systems. Computer literacy and valid driver's license are essential.

RESPONSIBILITIES: Provide advisory function to council and its committees. Provide administrative support and research to council and Municipal Public Account Committee (MPAC). Manage the Strategic engagements of council and its subcommittee, MPAC etc. Track and monitor the implementations of resolutions of Council and its structures. Write oversight reports for MPAC. Ensure that effective records are kept of the activities, correspondence and resources of Council and its subcommittees.

WARD COMMITTEE CLERK

Salary: R137 242.21 p.a (excluding benefits)

REQUIREMENTS: The incumbent must be in possession of Grade 12 Certificate. Diploma or NQF level 6 in the relevant field will serve as an added advantage plus 1-2 years relevant secretarial experience. Be computer literate.

RESPONSIBILITIES: Coordinating of ward committee activities and programmes. Provide training to ward committee members. Develop and maintaining ward committee database. Managing procurement and provisioning services for ward committee including budget control in compliance with MFMA. Compiling ward committee quarterly reports. Providing strategic support to Office of the Speaker. Co-ordinate public participation and manage municipal events. Develop notice, agenda, minutes and reports to Council .Providing secretariat function to sub-committees of Council. Ensuring adherence to Council Rules of Order and applicable legislation. Handle and forwarding community complaints to relevant departments.

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: 22 AUGUST 2014



MUNICIPAL CALL CENTRE NUMBER: 0800 222 011



"Motho ke motho ka batho"