



# LEPELLE-NKUMPI LOCAL MUNICIPALITY

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 posts exist for filling by suitably qualified and experienced candidates:**

## OFFICE OF THE MUNICIPAL MANAGER

### RISK MANAGEMENT INTERNS (2 POSTS)

**Salary: R100 000 per annum (total cost to company) (2-year contract)**

**Requirements:** Diploma in Accounting, Internal Audit, Risk Management or equivalent.

**Responsibilities:** • Gain training exposure in risk management • Assist in the implementation of Risk Management Strategy and Fraud Prevention Strategy • Provide 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 • Report to Risk Officer and perform any other reasonable duties as assigned.

### INTERNAL AUDIT INTERNS (2 POSTS)

**Salary: R100 000 per annum (total cost to company) (2-year contract)**

**Requirements:** Diploma in Accounting, Internal Audit, Risk Management or equivalent.

**Responsibilities:** • Assist in the implementation of Risk Management Strategy and provide Risk Management Support • Assist in facilitation of risk assessments • Assist in the coordination of Internal Audit and Auditor-General queries, audits, variety of accounting, financial and operational records and procedures requiring the application of professional accounting and auditing principles • Verify reports against source records to determine reliability • Use computer programs in the evaluation of data • Prepare work papers • Use a computer program in the evaluation of data • Perform other duties as assigned.

### INSTITUTIONAL PERFORMANCE, MONITORING AND EVALUATION INTERNS (2 POSTS)

**Salary: R100 000 per annum (total cost to company) (1-year contract)**

**Requirements:** • Degree/diploma in Public Administration or Human Resource Management • Computer literacy • Should not have been an intern anywhere else.

**Responsibilities:** • Gain training exposure in performance management • Assist to collate and consolidate information pertaining to the performance of the departments within the Municipality • Arrange meetings for quarterly reviews of the departmental performance and the individual assessments for senior managers • Prepare memos for submission of reports to the stakeholders • Participate in research projects to make sure that the Municipality remains abreast of National and Provincial guidelines or frameworks • Manage the performance database.

## OFFICE OF THE CHIEF FINANCIAL OFFICER

### MUNICIPAL FINANCE MANAGEMENT INTERNS (5 POSTS)

**Salary: R100 000 per annum (total cost to company) (2-year contract)**

**Requirements:** • University/Technikon graduate majoring in Accounting and Auditing or Tax or Economics • Should not have been an intern anywhere else.

**Responsibilities:** • Gain training exposure in the Expenditure section, Budget section, Revenue Management section, Supply Chain Management and internal section • Ensure compliance with the Municipal Finance Management Act • Act as compliance officers for the Municipality • Ensure accurate and timeous submissions of relevant Treasury returns and required documents • Ensure compliance on National Treasury Budget reforms • Use their theory and content in improving the financial management systems of the Municipality.

**Interested individuals are kindly requested to apply in writing to: The Municipal Manager, Lepelle-Nkumpi Local Municipality, Private Bag X07, Chuenespoort 0745. Applications must be in the form of 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 to Ms MV Muparutsa, tel. (015) 633-4533 and Mr CR Mphahlele, tel. (015) 633-4522.**

**NB:** If you do not hear from us within 2 months of 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: 31 May 2018**

***“Motho ke motho ka batho”***