



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 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:

Corporate Services

SKILLS DEVELOPMENT FACILITATOR

Salary: R309 599.83 per annum (car and cellphone allowance applicable over and above standard municipal benefits)

Requirements: • An appropriate B degree or National Diploma in HR Management/Development plus 2-3 years' relevant experience • Computer literacy.

Responsibilities: • Develop a Workplace Skills Plan, submit a report to the LGSETA and assist in its implementation • Assist in identifying and documenting training needs based on skills priorities, as per the departmental objectives contained in the Municipality's Integrated Development Plan • Collect all relevant data of the workforce for training, including their occupational level, age, race and gender • Conduct a workforce skills audit • Compile costs of training • Coordinate learnership activities of both new and ongoing learners • Compile and submit quarterly monitoring reports to LGSETA • Facilitate and provide ABET • Coordinate training committee meetings • Collect and collate information for the purpose of reporting on Employment Equity.

HUMAN RESOURCE CLERK

Salary: R144 948.43 per annum (excluding benefits)

Requirements: • An appropriate National Diploma in Human Resources plus 1-2 years' relevant experience • Computer literacy.

Responsibilities: • Administer service benefits • Process all leave applications onto the system • Conduct orientation of newly appointed personnel so that they can be acquainted with the Municipality • Take new employees around the municipal offices • Introduce new employees to existing staff • Register and de-register employees for UIF contributions • Update monthly employee schedules • Prepare monthly submissions to payroll • Process terminations of service • File copies of necessary documents • Perform any other reasonable task.

WARD COMMITTEE CLERK

Salary: R155 660.12 per annum (excluding benefits)

Requirements: • A Grade 12 certificate • A diploma in Public Management or NQF level 6 in the relevant field will serve as an added advantage • 1-2 years' relevant secretarial experience • Computer literacy.

Responsibilities: • Coordinate Ward Committee activities and programmes • Provide training to Ward Committee members • Develop and maintain a Ward Committee Database • Manage procurement and provisioning services for the Ward Committee, including budget control in compliance with the MFMA • Compile Ward Committee quarterly reports • Provide strategic support to the Office of the Speaker • Coordinate public participation and manage municipal events • Develop notices, agendas, minutes and reports to Council • Provide a secretarial function to subcommittees of Council • Ensure adherence to Council Rules of Order and applicable legislation • Handle and forward community complaints to the relevant department.

PHOTOCOPIY OPERATOR

Salary: R99 245.52 per annum (excluding benefits)

Requirements: • A Grade 10 Certificate • The ability to execute written instructions • Organising and good interpersonal skills • At least 1 year's experience in operating a photocopier machine.

Responsibilities: • Provide a photocopy and mass reproduction service for the Municipality • Assist the Council Support Office during the preparation and packaging of documents to serve in a Council meeting • Provide a faxing service to the Municipality.

Community Services Department

GENERAL WORKERS: REFUSE REMOVAL (2 POSTS)

Salary: R97 033.21 per annum (excluding benefits)

Requirements: • Appropriate primary education • Good communication skills.

Responsibilities: • Inspect loads of waste to be collected from residential, business and industrial sites • Separate and transport waste to landfill sites • Accurately determine and convey waste levels received/collected with landfill personnel • Perform any other related duties as instructed by the Waste Management Officer.

GENERAL WORKER (POUND ASSISTANT)

Salary: R97 033.21 per annum (excluding benefits)

Requirements: • Appropriate primary education • Good communication skills.

Responsibilities: • Record livestock impounded in a pound register • Provide full details of stray animals and the persons who brought them to the pound • Count and feed animals and clean kennels on a daily basis and ensure the availability of water at all times • Perform general maintenance of the pound • Provide assistance during auctions of animals.

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 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 or 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. Correspondence will be entered into with shortlisted 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"