



# LEPELLE-NKUMPI LOCAL MUNICIPALITY

**Postal Address**  
Private Bag X07  
CHUENESPOORT  
0745

[www.lepelle-nkumpi.gov.za](http://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**

## **FINANCE DEPARTMENT**

### **ACCOUNTANT: BUDGET CONTROL AND FINANCIAL REPORTING (BUDGET OFFICE)**

Salary: R 238 088.26 per annum (excluding benefits)

**REQUIREMENTS:** National diploma in financial or cost accounting and two to three 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 added advantage.

**RESPONSIBILITIES:** ensure compliance with MFMA; Analyse and interpret trends on financial performance and advice line department to take the sound decisions to manage their perspective votes; assist with the compilation of budgets and ensuring that estimates are set and budgetary preparation process; ensures correct and timeous capturing of budget in the system; promoting implementation of budget in accordance to the service delivery and implementation plan of the municipality; assist in preparation of the annual financial statements, perform any other duty delegated by the manager; budget and financial reporting.

## **TECHNICAL SERVICES**

### **SECRETARY: PROJECT MANAGEMENT UNIT**

Salary: R 211 098.95 per annum (Total cost to company) Three years contract

**REQUIREMENTS:** The incumbent must be in possession of a Grade12 Certificate, a Diploma in office Administration/secretarial or equivalent plus a minimum of two (2) years in office administration or secretarial responsibilities. Be computer literate. Possess excellent typing skills. The ability to work under pressure.

**RESPONSIBILITIES:** providing secretarial and administrative support function to the unit. Managing diary by advising the manager of appointments, screening of telephone calls and taking messages, typing reports and weekly schedules. Making traveling arrangements for the section. Performing reception duties by attending to visitors to the department and direct them to relevant officers. Monitoring the attendance register for the section as well as leave roster. Typing reports, writing correspondence faxes. Processing requisition forms for Submission to finance department for payment by checking and ensuring that sufficient funds are available and obtaining approval. Attend enquiries from the public both telephonically and in person.

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: 07 February 2014**

