



LEPELLE-NKUMPI

LOCAL MUNICIPALITY

www.lepelle-nkumpi.gov.za

Postal Address
Private Bag X07
CHUENESPOORT
0745

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

Lepele-Nkumpi Local Municipality is situated in the Capricorn District Municipality of Limpopo Province. The Municipality boast 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:

OFFICE OF THE MAYOR

SECRETARY: OFFICE OF THE MAYOR: THIS POSITION IS LINKED TO THE POLITICAL TERM OF THE MAYOR

Salary: R 128 515.98 p.a (excluding benefits)

Requirements: Diploma in Office Administration / Secretarial or equivalent qualification plus a minimum of 2 years experience in Office Administration or secretarial responsibilities • Be Computer literate • Possess excellent typing skills.

Responsibilities: Assist with Administrative activities by managing the diary in conjunction with the Mayor • Typing of minutes, agendas and invitation to meetings • Ensure invites to meetings and functions do take place on scheduled dates and smooth functioning of Mayor's Office • Provide secretarial service for the mayor • Arrange travelling and accommodation claims as and when directed by the Mayor • Organise and maintain files and records in the Mayor's office • Provide reception service for the public, screening all the complaints and enquiries and directing to the appropriate members of council.

LOCAL ECONOMIC DEVELOPMENT AND PLANNING

INTEGRATED DEVELOPMENT PLANNING : OFFICER

Salary: R238 088.26 p.a (excluding benefits)

Requirements: B degree in Development Planning / Studies or equivalent plus 2 years work experience in IDP or related field • Be computer literate and in possession of a valid driver's license.

Responsibilities: Coordinate compilation and review of the IDP, develop and implement IDP process plan • Update municipal levels of access to services and socio-economic data regularly • Conduct and coordinate public / community and stakeholders participation and inputs in the IDP process and review • Facilitate IDP alignment with other neighbouring municipalities, provincial and national departments and the mines and other key investors • Conduct community research and write reports to inform the IDP • Serve as the link between the municipality and the community for data collection and perform secretariat function for IDP related meeting.

BUDGET AND TREASURY

MUNICIPAL FINANCE MANAGEMENT INTERN (1 POST)

Salary: R 100 000.00 p.a (Two year contract)

Requirements: A three (3) year Degree / Diploma in finance • Should not have been an intern anywhere else.

Responsibilities: To gain training and exposure in Expenditure section, Budget section • Revenue Management section and Supply Chain Management • Ensure compliance to Municipal Finance Management Act; act as compliance officer for the municipality • Ensures accurate and timeous submissions of relevant Treasury returns, reports and required documents • Use theory and content in improving the financial management systems of the municipality.

CORPORATE SERVICES DEPARTMENT

MANAGER: RESEACHER (MPAC)

Salary: R 401 176.84 p.a (Car and cellphone allowance applicable over and above standard municipal benefits)

Requirements: B-degree with major subjects in at least one or more of the following: Accounting, Economics, Finance and Auditing • Sound knowledge and understanding of Municipal Finance Management Act • Municipal operations and performance reporting and as well as Legislative Environment • Computer literacy in MS Word and Excel • 5 years relevant working experience • Must have valid driver's license.

Responsibilities: Provide administrative support to MPAC in its effort to promote good governance, transparency and accountability on the use of municipal resources and those of its entities • Developing processes and procedures for MPAC operations. Reviewing and investigating all matters referred to the Council, other Council Committees as well as matters initiated by MPAC itself • Analysing financial and performance reports, including SDBIP: Annual report and financial statements and providing MPAC with reports on possible risks and irregularities. Advising MPAC on possible corrective measures, identifying unintended consequences and providing possible recommendations • Providing technical support and managing secretarial services for MPAC. Guiding, establishing, facilitating, coordinating and maintaining stakeholder relations.

TECHNICAL SERVICES DEPARTMENT

TECHNICIAN: PROJECT MANAGEMENT UNIT

Salary: R 350 598.69 (Total cost to company) Three year contract

Requirements: National Diploma in Civil Engineering or Project Management 3-5 years experience in Project Management • Knowledge of Local Government System • Must have valid driver's licence • Registration with ECSA or Project Management related Professional Bodies will serve as an added advantage • Must be computer literate.

Responsibilities: Establishing and maintaining relationship with the municipal departments and stakeholders required to support the implementation of Expanded Public Works Programme (EPWP) and Labour Intensive Construction programme • Identifying the projects to be implemented under EPWP labour intensive guidelines • Assisting on evaluation of business plan and technical reports • Co-ordinate meetings between different stakeholders • Monitoring of milestones, budget, achievable, targets, progress and expenditure • Compiling progress reports for relevant structures, viz National Department of Public Works (NDPW), Council and relevant municipal departments • Verify the projects specifications are in accordance to EPWP guidelines • Arrange regular projects progress meetings with service providers • Ensure compliance with all legal aspects and conditions as required from the different spheres of Government • Verify payment certificates and prepare monthly payment schedule documents for MIG-funded project • Monitor and evaluate project • Assist with other related Municipal Infrastructure Programmes.

TECHNICIAN: PROJECT MANAGEMENT UNIT

Salary: R 183 415.39 p.a (excluding benefits)

Requirements: National Diploma in Civil Engineering or Project Management 3-5 years experience in Project Management • Knowledge of Local Government System • Must have valid driver's licence • Registration with ECSA or Project Management related Professional Bodies will serve as an added advantage • Must be computer literate.

Responsibilities: Establishing and maintaining relationship with the municipal departments and stakeholders required to support the implementation of Expanded Public Works Programme (EPWP) and Labour Intensive Construction programme • Identifying the projects to be implemented under EPWP labour intensive guidelines • Assisting on evaluation of business plan and technical reports • Co-ordinate meetings between different stakeholders • Monitoring of milestones, budget, achievable, targets, progress and expenditure • Compiling progress reports for relevant structures, viz National Department of Public Works (NDPW), Council and relevant municipal departments • Verify the projects specifications are in accordance to EPWP guidelines • Arrange regular projects progress meetings with service providers • Ensure compliance with all legal aspects and conditions as required from the different spheres of Government • Verify payment certificates and prepare monthly payment schedule documents for MIG-funded project • Monitor and evaluate project • Assist with other related Municipal Infrastructure Programmes.

Interested individuals are kindly requested to apply in writing to the Acting Municipal Manager, Private Bag X07 Chuenespoort 0745. An application 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 Mupantsa - (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.

FAKED 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: 14 MARCH 2014.