



# 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

#### LOCAL ECONOMIC DEVELOPMENT AND PLANNING

##### INTEGRATED DEVELOPMENT PLANNING: OFFICER

Salary: R 254 254.45 per annum (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 licence.

**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.

#### COMMUNITY SERVICES DEPARTMENT

##### ADMINISTRATION CLERK: LICENSING

Salary: R 119 036.84 per annum (excluding benefits).

**REQUIREMENTS:** The incumbent must be in possession of a Grade 12 Certificate, Computer literacy, Experience of two years performing administrative duties. E-NaTIS Certificate will serve as added advantage. Must be able to read, write, perform statistics functions and adapt to work under pressure.

**RESPONSIBILITIES:** Application and issuing of roadworthy certificates. Perform the issuing of roadworthy and other related forms. To provide information to clients and other stakeholders requesting service. Registration of learners, driving licenses, PrDP and finger prints application forms manually in the registers. Filing of registration forms for vehicles and driving license. Completion of electronic bookings information in the forms for test appointment. Listing daily applications for test appointment. Performing submissions of learners, drivers tested and roadworthy etc. Process the professional driving permits, Instructor certificates, registration of drivers' licenses cards and issuing. Perform any instruction given by the supervisor.

Interested individuals are kindly requested to apply in writing to the Acting Municipal Manager, N L Ramothwala, Private Bag X 07 Chuenespoort 0745. Application must be accompanied by 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: 24 JULY 2015**

