



# LEPELLE-NKUMPI LOCAL MUNICIPALITY

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

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 EXTERNALLY**

## INFRASTRUCTURE DEPARTMENT

### MANAGER ROADS AND STORMWATER (LEVEL 2)

Salary: R 722 798.69 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** B-Tech in Civil Engineering or equivalent. . Must have a valid drives licence. Experience in implementation of EPWP Projects. Registration with ECSA or Project Management related Professional Bodies will serve as an added advantage. Minimum relevant experience of 5 years in municipal services (especially road and stormwater). Knowledge of design software and management of personnel. Knowledge on CIDB requirements.

**RESPONSIBILITIES:** Managing and monitoring the administration of the road and storm water section in Civil Engineering services, contracts and documentation, design and preparation of project documents. Reporting to the Executive Manager Technical Services on Project progress. Compiling the annual capital and operation budget, Certify payment to consultants and contractors.

### MANAGER ELECTRICAL SERVICES (LEVEL 2)

Salary: R 722 798.69 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** B-Degree in Electrical Engineering. Must have valid drivers license. Minimum relevant experience of 5 years with at least 3 years in Supervisory position

**RESPONSIBILITIES:** Develop divisional vision and strategy. Provide inputs and generate aspects that should be included in the organisational strategic plan (IDP). Ensure that monitoring system exist to track progress on implementation of action plans in order to identify deviations and implement corrective action when necessary. Compile reports and divisional activities and progress in terms of action plans. Provide strategic direction and inputs for the section in terms of electrical engineering. Develop long term grid and non-grid electrification strategy and plans that is aligned to the national electrification programme. Developing a five (5) year master plan on electrical engineering. Oversee the process of Co-ordinating Municipal electrification initiatives. Design a strategy that will intergrade new technologies in the planning of electrical and engineering services initiatives. Oversee execution of electrical engineering development plan. Manage technical support and advisory services to the Municipality. Maintain and advance electro-mechanical expertise. Monitor adherence to legal requirements on all new projects, manage clean worksites, storage and save keeping of electrical tools, manage electrical installations in municipal buildings. Planned and predictive electrical maintenance, Compile reports and action land use findings.

### SECRETARY (ADMINISTRATOR): PROJECT MANAGEMENT UNIT

Salary package: R 358 841.26 per annum (Total cost to company) Three (3) years contract

**REQUIREMENTS:** The incumbent must be in possession of a grade 12 Certificate, a Diploma in Office Administration/secretarial or equivalent plus a minimum of two (2) years in office administration or secretarial responsibilities. Experience in the PMU as administrator will serve as an advantage. Be computer literate. Possessed 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 travelling 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. Projects data capturing and reporting in the MIG MIS System.

## CORPORATE SERVICES

### LEGAL ADVISOR (LEVEL 2)

**SALARY:** R 612 224.19 per annum (car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** The incumbent must be in a possession of LLB or any equivalent legal qualification, admission as an Attorneys or Advocate, sound knowledge of the principles of Municipal legislation, civil & commercial litigation, administrative and constitutional law. Minimum experience of 3 Years post admission with a working knowledge of all related legislation, legal drafting, collation and coordination.

**RESPONSIBILITIES:** assisting the municipality by giving advice to council and officials on matters referred. Providing legal assistance and services to council by drafting of by-laws interacting, policies and procedures. Ensure that interests of council are protected. Researching legislations relevant to municipality in order to ensure that all briefs and instructions are correctly issued and dealt with. Reviewing or drafting legal instruments such as contracts and acknowledgement of debts. Coordinates the interaction between council and external legal practitioners. Performing all administrative tasks related to legal services and its coordination.

### PERFORMANCE MANAGEMENT SYSTEM – OFFICER (INDIVIDUAL PERFORMANCE) (LEVEL 4)

**SALARY:** R 428 962.66 per annum (Excluding Benefits)

**REQUIREMENTS:** National Diploma Management of Training, National Diploma in Human Resources Management or Public Management. Must have 2-3 years' experience in performance management. Be in possession of a driver's license.

**RESPONSIBILITIES:** Render support to departments, Assist in the coordination of the performance management System activities. Assist in the coordination processes of Performance management. Ensure compliance with legislative requirements. Render divisional management support. Compile performance management reports.

## PLANNING AND LED

### PERFORMANCE MANAGEMENT SYSTEM – OFFICER (INSTITUTIONAL PERFORMANCE) (LEVEL 4)

**SALARY:** R 428 962.66 per annum (excluding Benefits)

**REQUIREMENTS:** National Diploma in Public Administration/ Degree in Public Administration/ Monitoring and Evaluation. Must have 2-3 years' proven knowledge and experience in performance management or monitoring and evaluation. Possess at least some basic knowledge and experience in research methodology and statistics. Knowledge of project management cycle, administration and evaluation concepts and procedures. Be in possession of a valid driver's license.

**RESPONSIBILITIES:** Monitor the implementation of Service delivery budget and implementation plan (SDBIP) in line with IDP and Budget. Collect data and verification of portfolio of evidence for compilation of quarterly reports and Mid-year performance report in line with all applicable legislations. Collect data for compilation of Annual Performance report and Annual report in line with the applicable legislations and guidelines. Conduct periodic site visits to project sites, to ascertain and promote adherence to agreed standards and timelines of implementation, create greater awareness of reporting requirements, ascertain use of appropriate Monitoring and Evaluation data collection methods. Coordinate the alignment of indicators outlined in the approved SDBIP and that reports are results based. Retrieve supporting documents and records to facilitate and support query resolution.

**PUBLIC PARTICIPATION OFFICER (LEVEL 5)**

Salary: R 330 458.76 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** National Diploma in Public Administration or equivalent. Must have 2-3 years' relevant experience. Be in possession of a driver's license.

**RESPONSIBILITIES:** Facilitate establishment of steering committee and run induction programmes, Co-ordinate capacity building and support to ward Committees. Monitor submission of Ward Committees monthly reports. Develop mechanisms to address community service delivery issues. Co-ordinate and facilitate communication to the relevant departments regarding the service delivery issues. Co-ordinate and facilitate all legislated public participation programmes in the municipality. Organise sector meetings and arrange logistics .Facilitate community empowerment / capacity building on matters relating to municipal governance. Monitor that draft policies and by-laws are distributed to all stakeholders. Report on performance relating to the annual workplans/SDBIP. Keep records of all department work for audit and administrative purposes.

**DRIVER – TO THE MAYOR**

Salary: R 150 904.18 per annum (excluding clothing allowance, cellphone and data allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** Grade 12, valid Code B Driver's license, Five (5) years driving experience. Advance driving certificate will serve as an added advantage. Knowledge of Municipal jurisdictions, the required personal attributes are honesty and integrity, Presentation skills, good verbal communication skills, must have ability to work under pressure whilst paying attention to details.

**RESPONSIBILITIES:** Provide drivers/ chauffeur services and personal protection to the Mayor on all duties of the Council. Perform any other duties as assigned by the principals.

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Interested individuals are kindly requested to apply in writing to the Municipal Manager, Ms. MA Monyepao, Private Bag X07 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 Mr. C R Mphahlele (015) 633 4533 and Ms. R M Mphahlele (015) 633 4600. 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: 30 OCTOBER 2023**