



# LEPELLE-NKUMPI LOCAL MUNICIPALITY

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 EXIST FOR FILLING BY SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES

### TECHNICAL SERVICES DEPARTMENT

#### TECHNICIAN: PROJECT MANAGEMENT UNIT

**Salary:** R400 612.64 (total cost to company) 3 – year contract

**Requirements:** National Diploma in Civil Engineering or Project Management, 3-5 years experience in Project Management Bodies will serve as an advantage. Computer literacy. Valid driver's licence.

**Responsibilities:** Establish and maintain relationships with municipal departments and stakeholders required to support the implantation of Expanded Public Works (EPWP) and Labour Intensive guidelines. Assist in evaluation of business plan, technical reports and registration of approved projects on the MIG MIS. Coordinate meetings between different stakeholders. Monitor projects milestones, budgets, targets, quality, progress and expenditure. Compile progress reports for relevant structures, viz National Department of Public Works (NDPW). Verify that project specifications are in accordance with EPWP guidelines and national standards. Arrange regular project progress meetings with service providers and conduct site inspections on projects. 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-Fund projects. Monitor and evaluate projects. Assist with other related Municipal Infrastructure Programmes.

### SECRETARY: PROJECT MANAGEMENT UNIT

**Salary:** R241 235.43 (total cost to company) 3 – year contract

**Requirements:** Grade 12 Certificate. Diploma in Office Administration/Secretarial or equivalent. Minimum of 2 years in office administration or in secretarial responsibilities. Computer literacy. Excellent typing skills. The ability to work under pressure.

**Responsibilities:** Provide secretarial and administrative support to the unit. Manage a diary by advising the manager of appointments. Screen telephone calls and take messages. Type reports and weekly schedules. Make travelling arrangements for the section. Perform reception duties by attending to visitors to the department and directing them to relevant offices. Monitor the attendance register for the section, as well as the leave roster. Type reports, write correspondence and send faxes. Process requisition forms for submission to the Finance Department for payment and checking. Ensure that sufficient funds are available and obtain approval. Attend to enquiries from the public, both telephonically and in person.

### ACCOUNTANT: REVENUE MANAGEMENT (Re-Advert)

#### BUDGET AND TREASURY DEPARTMENT

**Salary:** R 272 052.27 per annum (excluding benefits)

**Requirements:** National Diploma in Financial or Cost Management plus 2 - 3 years relevant experience in financial management. The ability to understand, interpret and apply financial services, specifically policies governing financial reporting and analysis. Computer literacy. Knowledge of Venus financial system will be an added advantage.

**Responsibilities:** Analyse and approve revenue recording processes referring to information detailed in supporting documentation and resolve deviations from procedures; Ensure proper closure of the financial system on a monthly basis ; Provide support with regards to the consolidation of income transactional information to facilitate the production of Financial Statements; Prepare monthly revenue management reports; interact with the internal / external auditors and make available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of account receivable transactions; Provide guidance to personnel on the application of procedures; Reconcile daily receipts and banking, Facilitate allocation of direct payments to individual debtors accounts, Supervise the Senior cashier and cashiers, Ensure proper cash management.

### ACCOUNTANT: BUDGET CONTROL AND FINANCIAL REPORTING (Re-Advert)

**Salary:** R 272 052.27 per annum (excluding benefits)

**Requirements:** National Diploma in Financial or Cost Management plus 2-3 years relevant experience in financial management. The ability to understand, interpret and apply financial services, specifically policies governing financial reporting analysis. Computer literacy. Knowledge of the Venus financial system will be added advantage.

**Responsibilities:** Ensure compliance with the MFMA. Analyse and interpret the trends on financial management and advise the line department to take the sound decision to manage the perspective votes. Assist with the compilation of budgets, ensuring that estimates are set, and with the budgetary preparation process. Ensure the correct and timeous capturing of the budget into the system. Promote the implementation of the budget in accordance with the service delivery and implementation plan of the municipality. Assist in the preparation of the annual financial statements. Perform any other duties delegated by the Manager. Budget and Financial Reporting.

Interested individuals are kindly requested to apply in writing to the Acting Municipal Manager, S.O Mashiane, 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, at tel: (015) 633 4533 and Mr. C.R Mphahlele, at tel: (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.**

Lepelle-Nkumpi is an equal opportunity employer. People from the designated group are urged to apply.

**CLOSING DATE: 20 NOVEMBER 2015**