



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 EXISTS FOR FILLING BY SUITABLY QUALIFIED AND EXPERIENCED CANDIDATE INTERNAL AND EXTERNAL
THOSE WHO HAVE APPLIED BEFORE ARE ENCOURAGE TO RE-APPLY**

CORPORATE SERVICES DEPARTMENT

LEGAL ADVISOR (LEVEL 2)

SALARY: R681 904.37 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 and 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.

OCCUPATIONAL HEALTH AND SAFETY OFFICER

SALARY: R477 784.97 per annum (excluding benefits) (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade 12 certificate, National Diploma in Occupational Health and Safety Management NQF 6 Degree will be added as an advantage. Must be registered with SAMTRAC. Must have a valid driver's License. Must be computer literate. 3 Years relevant experience in OHS

RESPONSIBILITIES: Facilitate and co-ordinate legal appointment in terms of Section 16(1) 16 (2) 8(2) (i) 17, 19, Reg. 3 of General Safety Regulation, General Machinery Regulation Facilitate and co-ordinate the election / nomination of Health and Safety Representative. Facilitate and co-ordinate and OHS Committee meetings. Facilitate training of representative and committee members. Formulate and review OHS policies, procedures and guidelines. Assessment of Safety Hazards and conditions. Incident investigation and Risk Assessment. Contractors Compliance to Occupational Health and Safety. Occupational Training Facilitation in order to keep employees updated on information affecting their health in the workplace. Administer claims for compensation with regard to injuries on duty and Occupational diseases. Develop an annual Occupational Health and Safety budget to inputs into to the budget for the division. Reporting Occupational Health and Safety activities, incidents, training, risk assessment., COIDA for submission to the Manager Human Resource Management and ultimately to the Council. Produce reports on budget spending in relation to expenditure, deviations from the OHS budget and submissions for payment of service providers.

DRIVER (LEVEL 10) (RE-ADVERT)

SALARY: R168 359.06 (Excluding benefits) cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade 12 Certificate plus Code C1 with PrDP and good communication skills. 1-2 years' experience relevant as a driver

RESPONSIBILITIES: Delivery of correspondence, mail and other items according to the planned destination schedule/route, checking vehicle condition and completing the checklist prior to departure and / or reporting defects to the immediate superior, Receiving instructions / work orders from the immediate superior and / or communicating with the transport officer to establish details of tasks (vehicles, materials and personnel), inspecting safety devices, control, lubricant levels, etc. on vehicles and report defects to the immediate superior. Transporting personnel, material and equipment to / from specific locations. Keeps log book up to date for cost effective and responsible use of the municipality vehicle by recording mileage and destination in order to ensure responsibility.

REGISTRY CLERK (LEVEL 8) (RE-ADVERT)

SALARY: R 223 689.33 per annum (Excluding benefits)

REQUIREMENTS: Grade 12 Certificate plus National Certificate in Records Management / Public Management. Minimum of 1 year relevant experience. Experience in the fields of paper-based and electronic records management will be added advantage. Must be computer literate.

RESPONSIBILITIES: Perform records management duties, filling of documents, capturing of records and applications, receiving and capturing of data, typing letters and memos. Collecting mail and parcels from the post office. Distributing mails to municipal offices.

SECRETARY: CORPORATE SERVICES (LEVEL 7)

SALARY: R257 900.17 (cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade 12 plus Secretarial Certificate, Computer Literacy-Office Applications. Minimum of 1-2 years' experience in Municipal environment. Good interpersonal and communication skills

RESPONSIBILITIES: Provide secretarial support to the office of the Executive Manager Corporate Services. Typing and filing of internal and external correspondence. Manage the diary of the Executive Manager Corporate Services. Arrange and confirm appointments. Prepare the bookings, travelling and accommodation arrangements, Provide general office support function. Request stationary as and when required. Arrange departmental and external meetings for Executive Manager Corporate Services. Attending to telephonic calls and visitors to Corporate Services directorate. Recording details of enquires and messages in the absence of personnel.

WARD COMMITTEE CLERK (LEVEL 7) (RE-ADVERT)

SALARY: R 257 900.17 per annum (excluding benefits)(Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: A grade 12 certificate. A diploma in Public Management or NQF level 6 in the relevant field will serve as an added advantage. 1-2 years relevant secretarial experience. Computer literacy.

RESPONSIBILITIES: Coordinate ward Committee activities and programmes. Provide training to ward committee develop and maintain a ward committee database. Manage procurement and provisioning services for the ward committee, including budget control in compliance with MFMA. Compile Ward Committee quarterly reports. Provide strategic support to the office of the speaker. Coordinate public participation and manage municipal events. Develop notices, agendas, minutes and reports to council. Provide a secretarial function to subcommittees of

Council. Ensure adherence to Council Rules of Order and Applicable legislation. Handle and forward community complaints to relevant department.

PHOTOCOPY – OPERATOR X 2 (LEVEL 10) (RE-ADVERT)

SALARY: R 1 68 359.06 per annum (excluding benefits)

REQUIREMENTS: The incumbent must be in possession of Grade 10 certificate. Must be in position to execute written instructions, Organising skills and good interpersonal skills. Must have at least 1 year experience in operating photocopier machine.

RESPONSIBILITIES: Provide a photocopy and mass reproduction service for the municipality. Assist council support office during the preparation and packaging of documents to serve in a council meeting. Provide a faxing services to the municipality.

GENERAL WORKER (LEVEL 12) (RE-ADVERT)

Salary: R 1 49 744.94 (excluding benefits) 1 year experience as a cleaner

REQUIREMENTS: Grade 10 / ABET Level 3 and have good communication skills. Must be able to clean.

RESPONSIBILITIES: Clean all grounds around municipal premises, paved and unpaved areas. Clean all tools and equipment used in the cleaning duties, namely wheelbarrows, waste trolleys, vehicles, etc. Safeguard and look after all consumable material or cleaning aids used in the process. Carry out numerous garden duties, such as soil cultivation, digging, weeding, watering, edging, pruning, bed preparation and plating. Carry out lawn maintenance and cultivation. Use cylinder and rotary mowers, trimmers and leaf blowers. Empty litter bins around designated municipal sites. Perform any other reasonable task assigned by the supervisor

BUDGET AND TREASURY DEPARTMENT

MANAGER SUPPLY CHAIN MANAGEMENT (LEVEL 2) (RE-ADVERT)

SALARY: R 805 063.80 per annum - Level 2 (car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: A relevant Bachelor's Degree (NQF Level 7) in Supply Chain Management, Procurement, Commerce, Financial Management, or a related field is typically required. Experience: Applicants need significant experience in supply chain management, often with a minimum of 5 to 10 years, including several years in a supervisory or management role, preferably within the public sector.

CORE COMPETENCIES: Public sector knowledge: In-depth understanding of the MFMA, SCM Regulations, and the PPPFA is essential. Financial acumen: Strong financial management, analytical, and report-writing skills are necessary. Leadership and management: Proven ability to lead a team, manage projects, and engage with senior stakeholders. Communication: Excellent verbal, written, and presentation skills are a must for dealing with committees, staff, and suppliers.

KEY DUTIES AND RESPONSIBILITIES: SCM process oversight: Lead the entire supply chain function, from demand management and strategic planning to acquisition, logistics, and performance monitoring. Policy and legislative compliance: Ensure all procurement processes are fair, equitable, transparent, and competitive, adhering to the Municipal Finance Management Act (MFMA) and other related frameworks like the Preferential Procurement Policy Framework Act (PPPFA). Contract and asset management: Develop and manage contracts, handle bid administration, including the maintenance and disposal of goods. Financial and risk management: Monitor the SCM budget, ensure cost-effectiveness, and coordinate audit processes. Duties also include managing risks and reporting on irregular expenditure. Team and stakeholder management: Supervise SCM staff, facilitate training, and manage relationships with internal departments and external suppliers.

SECRETARY: BUDGET AND TREASURY DEPARTMENT (LEVEL 7) (RE-ADVERT)

SALARY: R 257 900.17 per annum (excluding benefits) ((cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade 12 plus National Diploma in Public/Office Administration, Computer Literacy-Office Applications. Minimum of 1-2 years' experience as a secretary or in office management. Good interpersonal and communication skills. Financial management experience will be an added advantage.

RESPONSIBILITIES: Provide secretarial support to the office of the Chief Financial Officer and Budget and Treasury department. Typing and filing of internal and external correspondence. Manage the diary of the Chief Financial Officer. Arrange and confirm appointments. Prepare the bookings for travelling and accommodation arrangements for the department. Provide general office support function. Arrange departmental and external meetings for Budget and Treasury department. Attending to telephonic calls and visitors to Budget and Treasury directorate. Recording details of enquires and messages in the absence of personnel. Perform any other duties delegated by the head of department.

SCM OFFICER (LEVEL 4) (RE-ADVERT)

SALARY: R477 784.97 per annum (cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade 12 plus National Diploma in Accounting / Procurement / Supply Chain Financial Management/ or relevant equivalent qualifications. Must have 2-3 years' relevant experience in Supply Chain Management.

RESPONSIBILITIES:

Oversee the SCM support function for the municipality (Demand, Acquisition, and Disposal), Provide acquisition management by monitoring the database of vendors / supply for the purchase of goods and services, conducting analyses of procurement expenditure for preceding years. Compile monthly, quarterly and annually SCM reports and collaboration with the manager, assess SCM to ensure that bid process is managed properly and executed, establish and maintain bid administrative procedure including bid specification and bid evaluation committee meetings, manage the safe keeping of SCM documents including proper filling. Management of contracts / service level agreement with bidders.

SCM OFFICER (LOGISTICS AND RISK MANAGEMENT) (LEVEL 4) (RE-ADVERT)

SALARY: R 477 784.97 per annum (Cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: National Diploma in Supply Chain Management / Commerce /Logistics / Procurement; or equivalent. Must have certificate in Municipal Finance Management Programme plus 2 - 3 years' experience in procurement / supply chain management field. Computer Literacy - Office Applications. In-depth understanding of supply chain management procedures and its application thereof within Public Service / Local Government.

RESPONSIBILITIES: Ensure compliance in SCM procedures and assists departments in submission of purchase and tender advert requests, Oversee the capturing and controlling of ordering of goods of the municipality. Assist the SCM Manager in the compilation of the bid documents, ensure that monthly and SCM monthly and quarterly reports are compiled in terms of National Treasury Regulations to Council and relevant treasuries. Maintain Suppliers database. Form part of the Specification Committee and guide departments on formulation of specifications.

ACCOUNTANT: RECONCILIATIONS (LEVEL 4) (RE-ADVERT)

SALARY: R 477 784.97 per annum (Excluding Benefits)

REQUIREMENTS: Grade 12 certificate, National Diploma in Accounting/ Financial Management. BCom Degree will be an added advantage, plus 2-3 years' experience in financial management. Ability to understand, interpret and apply financial legislation specifically policies governing financial reporting and analysis. Must be computer literate. Knowledge of Solar financial system will be an added advantage.

RESPONSIBILITIES: Ensuring the timeous preparation of statutory reports and overall financial reports of the municipality in accordance with legislated and prescribed formats. Preparation of monthly Bank and Vat reconciliations of the municipality. Preparation and compilation of monthly budget statements, quarterly budget statements and mid-year assessment reports of the municipality. Ensure that all National Treasury Returns are submitted on time to relevant stakeholders. Assist in preparation of annual financial statements. Receive budget estimates from departments and critically examine correctness, accuracy, completeness and conformance with established procedures. Ensure that Grant Registers and investment registers are prepared on monthly basis. Perform any other duties delegated by the Manager: Budget and Financial Reporting

ACCOUNTANT : BUDGET AND REPORTING(LEVEL 4) (RE-ADVERT)

SALARY: R477 784.97 per annum (excluding benefits)

REQUIREMENTS: Grade 12 certificate, National Diploma in Accounting/Financial Management. BCom Degree will be an added advantage, plus 2-3 years' experience in financial management. Ability to understand, interpret and apply financial legislation specifically governing financial reporting and analysis. Must be computer literate. Knowledge of Solar financial system will be an added advantage.

RESPONSIBILITIES: Ensuring the timeous preparation of statutory reports and overall financial reports of the municipality in accordance with legislated and prescribed formats. Preparation of monthly Bank and Vat reconciliations of the municipality. Preparation and compilation of monthly budget statements, quarterly budget statements and mid-year assessment reports of the municipality. Ensure that all National Treasury Returns are submitted on time to relevant stakeholders. Assist in preparation of annual financial statements. Receive budget estimates from departments and critically examine correctness, accuracy, completeness and conformance with established procedures. Ensure that Grant Registers and investment registers are prepared on monthly basis. Perform any other duties delegated by the Manager: Budget and Financial Reporting

FINANCIAL CLERK (LEVEL 8) (RE-ADVERT)**BUDGET AND FINANCIAL REPORTING**

SALARY: R 223 689.33 per annum (Excluding benefits)

REQUIREMENTS: Grade 12 Certificate and certificate in Accounting, Financial Management. National Diploma in Accounting / Financial Management / B.Com degree will be an added advantage. Minimum of 1-year relevant experience.

RESPONSIBILITIES: Prepare and capture journals on the financial system. File and maintain all financial records. Retrieve documents for internal and external audit purposes. Assist departments with confirmation of budgets. Assist the accountants with monthly reports. Perform any other duties assigned by the sectional manager.

FINANCIAL CLERK: SALARIES (Level 8) (RE-ADVERT)

SALARY: R 223 689.33 (Excluding Benefits)

REQUIREMENTS: Grade 12 Certificate and certificate in Accounting, Financial Management. National Diploma / B.Com degree will be an added advantage. Minimum of 1-year relevant experience.

KEY RESPONSIBILITIES: Capturing salary and wage information/inputs for employees and councillors; Prepare Subsistence and travel claims payments; Send payment schedules/remittance for all third party and statutory payments. Reconciling statutory payments; Addressing queries related to deductions and allowances; capture journals on the financial system. Manage records and safeguarding of source document within the Payroll unit; Retrieve documents for internal and external audit purposes. Perform any other duties assigned by the sectional manager

SENIOR CASHIER (LEVEL 7) (RE-ADVERT)

Salary: R 257 900.17 per annum (Excluding benefits)

REQUIREMENTS: Grade 12 Certificate, Grade Certificate, National Certificate in Commerce, Computer Literacy. Minimum of 2 years' relevant experience in revenue collection unit. MFMP / CPMD certificate will serve as an added advantage.

RESPONSIBILITIES: verify that all payments received are correctly receipted, safely kept and banked. monitoring that all payments are in relation to the approved council tariffs and that are allocated to the correct vote line items of the approved budget; performing the balancing of transactions on a daily basis and ensure that the supporting documents are available when needed; supervising of cashiers on their daily duties; monitors that the handling of cash is performed in accordance to the approved revenue internal control procedures; investigating all the unknown direct bank deposit and ensure that they are correctly allocated. Compile daily collection reports; provide reports on all the deviations with respect to cash shortages and surpluses; Perform filing of all documents in relation to the collection of funds from the public; Printing audit trail of transactions; attending to audit findings and providing information as required by the auditors; compile monthly and quarterly receipts reports; attending to all queries and enquiries related to receipting and allocations.

Lepelle-Nkumpi Local Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of this positions. The municipality reserves the right not to fill any of the advertised positions.

Applications must be submitted on an official application form obtainable from the municipal website (www.lepelle-nkumpi.gov.za) and must be accompanied by comprehensive curriculum vitae, certified copies of academic qualifications (including computer literacy certificate), academic records, Identity Document and driver's license. Short listed candidates will be required to produce original copies of qualifications and identity document on or before the appointment.

NB: When you apply for this post, you give the municipality consent to process your personal information. The successful candidate will be subjected to security screening. Correspondences will only be entered into with shortlisted candidates. Applicants will be penalized for canvassing.

Interested individuals are kindly requested to apply in writing to the Acting Municipal Manager, Chauke LM, Lepelle-Nkumpi Municipality Private Bag X 07 Chuenespoort or Hand Deliver to Physical Address 170 BA Civic Centre Unit F Lebowa kgomo. All enquiries must be directed Mr C R Mphahlele - 015 633 4500 and Mr. Mogano K – (015) 633 4600

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: 05 FEBRUARY 2026

Dr. ML Chauke
Acting Municipal Manager