



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 EXTERNAL (INTERNAL CANDIDATES WHO APPLIED BEFORE NEED NOT TO RE-APPLY)

CORPORATE SERVICES

LEGAL ADVISOR (LEVEL 2)

SALARY: R 535 000.31 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.

SECURITY OFFICER(LEVEL 5)

SALARY: R 288 775.82 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade 12 Certificate and registration with PSIRA-Grade B plus 1-2 years experience of criminal investigations and report writing skills. Must have no criminal record. Be in possession of a valid driver's license.

RESPONSIBILITIES: Facilitate and Co-ordinate daily deployment of security officers to municipal sites. Co-ordinate the contract with the private security services to ensure compliance. Facilitate and Co-ordinate all interdepartmental security operations with stakeholders, Conduct daily inspections, investigate security breaches to management and advice Council on issues of security as well as conducting of prevention operations. Develop and ensure implementation of security services Standard Operating Procedures (SOPs) in the municipality

TECHNICAL SERVICES DEPARTMENT

ELECTRICAL TECHNICIAN (LEVEL 5)

SALARY: R288 775.82 per annum (car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: National Diploma in Electrical Engineering or equivalent plus a valid driver's licence. Must have 2-3 years relevant experience in field of electrical services.

RESPONSIBILITIES: Conducting planned and periodical inspection as and when required on electrical network and system. Attend to enquiries and complaints received from the public and liase with the public in this regard. Conducting investigations and gather information to draft a construction plan and continuously update according to construction needs. Responsible for quality control during all phases of the work including the issuing of variation orders and corrective procedures on site. Determine position of new service and upgrade services on site according to approved engineering drawings. Provide support in the drafting of service level agreements and obtain engineering services contributions from developers and stand owners. Maintain staff discipline in accordance with Municipal codes and procedures.

TEAM LEADER (LEVEL 9)

SALARY: R 145 239.83 per annum (cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: N3 Certificate in Civil Engineering plus 1- 2 years experience in construction of roads and maintenance. Must have code C1 driver's license plus PrDP. Must be in position to execute written instructions, organising and good interpersonal skills.

RESPONSIBILITIES: Supervise allocated team. Compile daily production records. Identify and quantify work. Driving staff to and from site. Submit prescribed reports to line function. Perform any reasonable task.

GENERAL WORKER (LEVEL 12)

SALARY: R 117 485.08 per annum (excluding benefits)

REQUIREMENTS: Grade 10 / Adult Education Training equivalent and good communication skills.

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

COMMUNITY SERVICES DEPARTMENT

TRAFFIC OFFICER (LEVEL 5)

SALARY: R 288 775.82 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Traffic Diploma plus one (1) year work experience as Traffic Officer as well as an in depth knowledge and understanding of traffic and safety issues; Be computer literate and in possession of a valid driver's license.

RESPONSIBILITIES: Ensure that an adequate traffic control function is provided by patrolling the road; arranging and controlling traffic; taking responsibility for scholar patrols; safeguarding collision areas; identifying and reporting problem areas and shortcomings in the existing infrastructure regarding the traffic flow; prosecuting trespassers according to relevant legislation; Collaborate with other law enforcement officials by: setting speed traps to enforce speed limits; escorting vehicles as required. Respond to all emergencies, incidents and complaints; perform any other reasonable task.

EXAMINER - DLTC (LEVEL 5)

SALARY: R288 775.82 per annum (excluding benefits)

REQUIREMENTS: The incumbent must be in a possession of Grade 12 certificate, Diploma in Examiner Driving Licences Grade A. 1-2 years' experience in Driver's License Testing Centre.

RESPONSIBILITIES: Renewal and downgrade of driving licences, eye -testing. Authorising, use of K53 testing method, confirming of learners and driving licence tests. Use of e-natis to enter test results. Test applicants for professional driving permit and of instructor's certificate. Handle public queries in terms of driving licencing testing.

GENERAL WORKER - POUND (2) (LEVEL 12)

SALARY: R 117 485.08 per annum (excluding benefits)

REQUIREMENTS: The incumbent must have Grade 10 / Adult Education Training equivalent and good communication skills. Relevant experience of atleast 6 months.

RESPONSIBILITIES: Recording livestock impounded in a pound register. Provide full details of the stray animals and person who brought them to the pound. Performing daily duties of counting and feeding of animals, cleaning of kennels and ensuring the availability of water at all the times. Performing general maintenance of pound. Providing assistance during auctions of animals.

GENERAL WORKER (REFUSE REMOVAL) (LEVEL 12)

SALARY: R 117 485.08 per annum (excluding benefits)

REQUIREMENTS: The incumbent must have Grade 10 / ABET Level 4 and Basic Numeracy and literacy skills

RESPONSIBILITIES: Inspecting loads of waste to be collected from residential, business and industrial sites. Separate and transport waste to landfill sites. Accurately determine and convey waste levels received / collected with landfill personnel. Perform any other related duties as instructed by Waste Management Officer.

OFFICE OF THE MUNICIPAL MANAGER

INTERNAL AUDITOR (LEVEL 5)

SALARY: R 288 775.82 per annum (Car allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Diploma in Auditing or equivalent qualification plus two (2) years relevant experience.

RESPONSIBILITIES: Performing professional internal auditing work, including conducting performance, financial and compliance audit projects. Evaluating municipality's risk areas and provide recommendations. Performing audit procedures, including identifying and defining issues, developing criteria, reviewing documents. Developing and administration surveys. Monitoring of specific statutory financial responsibilities and functions of the municipality. Analysing the financial statements and commenting to the Senior Internal Auditor on the credibility of the report in terms of the applicable legislations. Managing the implementation of audit investigative process. Performing audit related work emanating from the Audit Committee. Maintain all organisational and professional ethical standards.

Interested individuals are kindly requested to apply in writing to the Acting Municipal Manager, KG Mankga, 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 Ms. MV Muparutsa - 015 633 4533 and Mr. CR 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: 1 JULY 2021

MUNICIPAL CALL CENTRE NUMBER: 0800 222 011

ANTI-FRAUD HOTLINE NUMBER: 0800 20 50 53

"Motho ke motho ka batho"