



# 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 CANDIDATE INTERNAL AND EXTERNAL

### CORPORATE SERVICES DEPARTMENT

#### LABOUR RELATION OFFICER (1) (LEVEL 5)

**SALARY: R368 069,86** per annum (Excluding benefits) Car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** Grade12 certificate plus three years National Diploma/Degree (NQF Level 6/7) in Labour Relations /Human Resource Management plus 1-3 years' experience in Labour Relation. Must be in possession of a valid driver's license. Must be computer literate.

**RESPONSIBILITIES:** Co-ordinate compliance and adherence to employee's relation. Facilitate dispute and grievance prevention processes. Facilitate disciplinary hearings and address complains in order to smooth relations between employer and employees within the Municipality and enhance employee satisfaction for improved productivity. Prepare and represent the Municipality in cases referred for conciliation and arbitration.

#### INDIVIDUAL PERFORMANCE MANAGEMENT SYSTEM – OFFICER (1) (LEVEL 5)

**SALARY: R368 069,86** per annum (excluding Benefits)

**REQUIREMENTS:** Grade 12 Certificate plus three years National Diploma/Degree (NQF Level 6/7) in Human Resources Management. Must have 1-3 years' experience on Individual Performance Management System. Must be in possession of a valid driver's license. Must be computer literate.

**RESPONSIBILITIES:** Administering of general human resources functions within the Human Resources Department. Ensure implementation of individual performance management system within the organisation. Ensure management of probation process within the organization. Monitor and update the probation management system. Assist with individual performance management training to municipal employees. Assist with projects within the individual performance management system. Ensure effective and accurate record keeping of individual performance and probation within the organisation. Handling of documentation in the section and compile performance management reports. Ensure coordination of departmental and institutional moderating committee meetings. Ensure payment of performance incentives.

### PLANNING AND LOCAL ECONOMIC DEVELOPMENT DEPARTMENT

#### INTEGRATED DEVELOPMENT AND PLANNING - OFFICER (1) (LEVEL 4)

**SALARY:R477 784,97** per annum (excluding benefits) (Car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** A grade12 certificate. National Diploma/Degree (NQF Level 6/7) in Town and Regional Planning / Community Development studies plus 1-3 years' experience. Must have a valid driver's License. Must be computer literate.

**RESPONSIBILITIES:** Coordinates key requirements associated with the formulation and/ or review of the Intergrated Development Plan. Interacting with the local community structures and setting up consultative processes to foster understanding of local level development needs and priorities. Disseminates functional and operational information on the immediate, short and long term objectives

and, current developments, problems and constraints. Attend to the administrative recording, reporting and records keeping requirements / procedures. Formulating records of work in progress, notices and correspondence and enquires from the general public, Councillors and officials, referring to policies and resolutions of Council.

### **PMS INTERNS (X 1 POST)**

**SALARY:** R100 00.00 per annum (Total cost to company) Two-year contract

**REQUIREMENTS:** A grade 12 certificate plus Diploma / Degree in Public Administration. Post graduate qualification in the field of Monitoring and Evaluation will be added advantage

**KEY RESPONSIBILITIES:** Coordinate the implementation of PMS framework. Performance monitoring and review of quarterly reports. Monitoring the municipality's progress against the IDP and Budget. Performance reporting and stakeholder relations. Aligning the reports with the reporting form required by the national treasury and MEC for CoGHSTA. Coordinate functions within the PMS section.

### **BUILDING INSPECTOR (1) (LEVEL 5)**

**SALARY:** R368 069,86 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** A grade 12 certificate plus National Diploma/Degree (NQF Level 6/7) in Building Science / Town and Regional Planning / Architecture. Must be in possession of 1-3 years' relevant experience. Must have a valid driver's licence. Must be computer literate.

**RESPONSIBILITIES:** Conducting physical building inspection in accordance with National Building Regulations. Visiting all worksites and conduct routine inspections to ensure that there is no illegal construction. Issue notice for unauthorized building works. Scrutinising building plans to ensure that plans are approved or turned down in accordance with the relevant laws. Liaise with the public for building control matters on plan fees, building lines, progress on plans, encroachments applications and general enquiries. Update records of all building works completed for the valuation process.

## **OFFICE OF THE MUNICIPAL MANAGER**

### **INTERNAL AUDITOR (2) (LEVEL 5)**

Salary: R368 069,86 per annum (Car allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** A grade 12 certificate plus National Diploma/Degree (NQF Level 6/7) in Internal Auditing. registered with a recognised profession will be added advantage. 2-3 years' relevant experience in Internal or External Auditing. Must be computer literate. Must have valid driver's licence.

**RESPONSIBILITIES:** Performing professional internal auditing work, including conducting Risk, 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.

### **INTERNAL AUDIT INTERNS (X 1 POST)**

Salary: R100 00.00 per annum (Total cost to company) Two-year contract

**REQUIREMENTS:** A grade 12 certificate plus Diploma/Degree in Internal Auditing

**KEY RESPONSIBILITIES:** Assist in the Implementation of Risk Management Strategy and providing Risk Management Support, assist in the facilitation of risk assessment, assist in the coordination of Internal Audit and Auditor-General Queries, Audits a variety of accounting, financial, and operational records and procedures requiring the application of professional accounting and auditing principles, Verifies reports against source records to determine reliability, Use a computer programs in the evaluation of data; Prepare work papers; Uses a computer programs in the evaluation of data; performs other duties as assigned.

## **RISK MANAGEMENT INTERNS (1 X POST)**

Salary: R100.000 per annum (Total cost to company) two (2) years contract

**REQUIREMENTS:** Grade 12 Certificate plus National Diploma/Degree in Internal Auditing/Risk Management

**RESPONSIBILITIES:** Gain training exposure in risk management; assist in the implementation of risk Management Strategy and fraud Prevention strategy; provide risk management support; assist in facilitation of risk assessments and conducting of ERM awareness workshops; assist in compilation of quarterly risk management reports and updating of risk register; report to Risk Officer and Perform any other reasonable duties as assigned.

## **BUDGET AND TREASURY DEPARTMENT**

### **SUPPLY CHAIN MANAGEMENT CLERK**

**SALARY: R 223 689,33** per annum (Excluding benefits)

**REQUIREMENTS:** A grade 12 certificate, National Certificate in Logistics/ Procurement /Finance. National Diploma will be added as an advantage. Must have 1-2 years relevant working experience.

**RESPONSIBILITIES:** Capturing of orders in the financial system; Updating of suppliers in the database; Processing of purchase requisitions; Requesting quotations; Record keeping of SCM data. Support bid committees; Assist with closing of bids; Safeguarding of SCM documents; Maintain register of documents within SCM unit.

### **SENIOR CASHIER (LEVEL 7)**

Salary: **R257 900.17** per annum (Excluding benefits)

**REQUIREMENTS:** Grade 12 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.

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**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 these 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](http://www.lepelle-nkumpi.gov.za)) and must be accompanied by comprehensive curriculum vitae, certified copies of academic qualifications, academic records, Identity Document and driver's license.**

***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 ML, Lepelle-Nkumpi Municipality Private Bag X 07 Chuenespoort or Hand Deliver to Physical Address 170 BA Civic Centre Unit F Lebowakgomo, Registry Office. All enquiries must be directed Mr C R Mphahlele - (015) 633 4522 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: 27 MARCH 2026**

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