



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.

LEPELLE-NKUMPI LOCAL MUNICIPALITY INVITES SUITABLE QUALIFIED APPLICANTS FOR THE FOLLOWING VACANT POSITION(S)

RE-ADVERTISEMENT

NB: ALL APPLICANTS THAT HAVE APPLIED BEFORE, ARE ENCOURAGED TO RE-APPLY

INFRASTRUCTURE AND DEVELOPMENT DEPARTMENT

MANAGER ELECTRICAL SERVICES (LEVEL 2)

SALARY: R805 063.89 per annum (Excluding benefits) (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: The incumbent must be in possession of Grade 12 certificate, Degree in Electrical Engineering (Heavy Current) obtained through an accredited Training Institute - NQF level 7; Registered with the Engineering Council of South Africa as a Professional Technician; Code EB driver's license Must have at 4 - 6 years' experience.

RESPONSIBILITIES: Identifies with the immediate, short and long term objectives/ plans in respect of maintaining synergy between the outputs of the Electrical Services functionality and associated organizational function; Manages and controls the Key Performance Indicator's and outcomes of personnel; Prepares capital and operating estimates and controls expenditure against the approved budget allocations for the section; Manages the infrastructure required to support a service, now and into the future – including upgrading, new construction, renewal of old infrastructure, and the operations and maintenance of current and new infrastructure; Manages all the municipality electrical projects through their whole life cycle; Directs and controls the professional, technical and operational outcomes associated with the functions related to electrical network maintenance; Analyses and evaluates the scoping, award and deliverable phases of projects associated with the provision of Electricity Services to communities; Improve quality of service to customer from electricity service delivery perspective; Manage Electricity distribution losses to be within NERSA license condition required level; Manages specific administrative and reporting requirements associated with the key performance and result indicators of the functionality

TEAM LEADER (LEVEL 9) (RE-ADVERTISEMENT)

SALARY: R185 120.78 per annum (excluding benefits)

REQUIREMENTS: Grade 12 Certificate, National Certificate Level 5 in Civil Engineering plus 1-year experience in construction of roads and maintenance. Must have code C1 driver's license plus Public Driver's Permit (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.

DRIVER OPERATOR (x2) (LEVEL 10) (RE-ADVERTISEMENT)

SALARY: R 168 359.06 per annum (Excluding benefits)

REQUIREMENTS: The incumbent must at least have passed Grade 10. Must be able to read, write and calculate. Valid Code EB driver's license and public driver's permit. 1-year experience will be an added advantage.

RESPONSIBILITIES: Driving the Compactor Truck from site to site collecting refuse from domestic, business and industrial. Proceeding to refuse dumping site. Taking care of the truck by inspecting the vehicle daily to ensure roadworthy and taking the vehicle for scheduled services. Ensuring that refuse from all premises are removed weekly or as instructed by Supervisor.

HANDYMAN (LEVEL 12) (RE-ADVERTISEMENT)

SALARY: R149 744.94 per annum (Excluding benefits)

REQUIREMENTS: The incumbent must be in possession of Grade 10 certificate, National Certificate in Plumbing/woodwork. Must be in position to execute written instructions. Code EB driver's license. Must have at least 6-12 months' experience in general building maintenance.

RESPONSIBILITIES: Repair defects and renovates interior / exterior building surfaces. Replacing damaged doors and locks, window frames and broken panes using hand held tools. Clearing blocked drainage and waste water systems using high pressure cleaning

Do maintenance need assessments and prepare cost estimate.

Perform basic repairs (e.g., wall damage, broken windows, pipe leakages).

Complete general maintenance and repair work. Follow workplace health and safety rules. Manage job cards, review daily tasks, and report on maintenance undertaken

GENERAL WORKER (X2) (ELECTRICAL) (RE-ADVERTISEMENT)

SALARY: R149 744.94 per annum (Excluding benefits).

REQUIREMENTS: Grade 10 / National Certificate (N3) in Electrical Engineering plus 12-18 months' experience in Electrical Engineering. Be in possession of a valid driver's license (Medium to Heavy Motor Vehicle) plus Professional Driving Permit (PrDP).

RESPONSIBILITIES: Perform the activities associated with the construction and installation of medium / low voltage electrical network. Laying cables and positioning supporting structures (poles). Perform activities and sequences associated with maintaining the functionality of medium / low voltage electrical reticulation and lighting system. Removing and replacing burnt out bulbs and missing cover plates protecting inspection points. Testing circuits and the functionality of new components using testing and fault detection equipment and communication outcomes to the immediate supervisor. Cleaning worksites, store equipment and tools and load materials prior to departure from work site. Physically loading materials and other products and guiding plant / equipment during hosting and placement.

GENERAL WORKER (ROADS AND STORMWATER) (LEVEL 12) (X10) (RE-ADVERTISEMENT)

SALARY: R149 744.94 per annum (Excluding benefits).

REQUIREMENTS: The incumbent must have Grade 10 and good communication skills. plus 12-18 months' experience road and stormwater.

RESPONSIBILITIES: Providing assistant during road construction and stormwater maintenance activities. Loading and offloading of materials and other products. Cleaning the worksite, storing equipment and tools. Holding and guiding plant or equipment during the hoisting and placement

PLANNING AND LOCAL ECONOMIC DEVELOPMENT DEPARTMENT

DEEDS OFFICER

SALARY: R 477 784.97 per annum (Excluding benefits)

REQUIREMENTS: Grade 12 Certificate plus National Diploma in Property Management / Real Estate. National Diploma in Public Administration / Public Management. Minimum of 2 years' relevant experience. Must have valid driver's licence.

RESPONSIBILITIES: Research on suitable properties as per municipal property requirements. Assist in the administration of the municipal land sales. Administering lease agreement of Municipality land to meet request, generate revenue and ensure optimal use of land. Administering donation of Municipal land to ensure local economic development. Comply with policies and procedures relating to holding of property (GIAMA). Administering street and park closures to ensure optimal use of land. Assist in administering illegal occupation of land to ensure controlled, orderly and safe environment. Perform administrative duties by updating records register and keeping of all relevant documents.

CORPORATE SERVICES DEPARTMENT

DRIVER (LEVEL 10)

SALARY: R 168 359.06 per annum (Excluding benefits)

REQUIREMENTS: Grade 12 Certificate plus Code C1 with Public Driver's Permit (PrDP) and good communication skills.

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.

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.

REGISTRATION OFFICER (LEVEL 7)

SALARY: R 257 900.17 per annum (Exclusive of benefits)

REQUIREMENTS: The incumbent must be in possession of Grade 12 Certificate or equivalent, Certificate in End User Course in E-Natis. An ability to perform basic Accounting functions. 1-2 years' experience as e-natis operator.

KEY RESPONSIBILITIES: Registering and licensing of vehicles. Issuing of learners documents, driving licenses, public driving permits, operators' cards and clearance certificates. Facilitating built up of vehicles. Issuing roadworthy and instructor's certificates. Maintaining the driving license cards register. Perform daily banking and financial reconciling. Processing application of documents. Compiling daily reports and filling documents. Performing transaction audits.

TRAFFIC OFFICER (LEVEL 5)

SALARY: R368 069.68 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade 12 Certificate, Traffic Diploma plus one 2 years' 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

DISASTER AND INDIGENT SUPPORT OFFICER (LEVEL 7)

SALARY: R 223 689.33 per annum (Excluding benefits)

REQUIREMENTS: The incumbent must have Grade 12 certificate. Diploma in Disaster Management. Valid Code B Driver's licence.

RESPONSIBILITIES: Organise and arrange awareness campaign to provide communities with information. Co-ordinate disaster management forum meetings. Ensure that the Disaster Management plans and projects are implemented effectively and efficiently to mitigate risk. Attend to operative requirements and procedure during potential and actual disaster. Identify capacity needs and resources for Disaster plans. Ensure the effective and compliant functioning of the Disaster Management Office.

DRIVER OPERATOR (LEVEL 10) (X2) (RE-ADVERTISEMENT)

SALARY: R 168 359.06 per annum (Excluding benefits)

REQUIREMENTS: The incumbent must at least have passed Grade 10 plus Code 14 with Public Driver's Permit (PrDP). Must be able to read, write and calculate. Valid Code C driver's license and public driver's permit. 1-year experience will be an added advantage.

RESPONSIBILITIES: Driving the Compactor Truck from site to site collecting refuse from domestic, business and industrial. Proceeding to refuse dumping site. Taking care of the truck by inspecting the vehicle daily to ensure roadworthy and taking the vehicle for scheduled services. Ensuring that refuse from all premises are removed weekly or as instructed by Supervisor.

GENERAL WORKER (X4) (REFUSE REMOVAL) (LEVEL 12) (RE-ADVERTISEMENT)

SALARY: R149 744.94 per annum (Excluding benefits)

REQUIREMENTS: The incumbent must have Grade 9 corticated/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 land 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 MAYOR

MANAGER: OFFICE OF THE MAYOR (The position is linked to the political term of the mayor)

SALARY: R805 063.89 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: A Degree in Public Management / B Degree in Political Science. Code EB driver's license. Five (5) years' experience of which 3 years must be supervisory level

RESPONSIBILITIES: Leading and managing all staff in the office of the Mayor to ensure efficiencies and effectiveness in the office of the Mayor. Preparing, managing and controlling the office of the mayor's annual operational budget. Ensuring the effective and efficient functioning of the office within the budgetary constraints of the council. Facilitating and providing administration and political support to the Mayor with regard to all functions in the Mayor's office. Overseeing the development and implementation of the strategic and operation policies in the office of the Mayor according to legislation and Council policies and procedures. Dealing with the high-level and confidential correspondence on behalf of the Mayor that does not require political advice, but requires a direct respond from the Mayor. Responsible for the provision of communication services for the Mayor. Organising and preparing for media briefing and interviews in liaison with the communication unit. Serving as liaison between administration and the Mayor. Monitoring the implementation of resolution.

Interested candidates should forward a fully completed application forms indicating the positions they are applying for, a comprehensive CV, certified copies of qualifications and ID to the **Acting Municipal Manager Ms. Chauke M L**, Lepelle-Nkumpi Local Municipality, Private Bag X 07, Chuenespoort, 0745 or hand-deliver applications at 170 BA Civic Centre, Lebowakgomo 0737 at the registry desk.

Application forms can be downloaded from LNM website or be collected at our offices. Faxed and E- mailed applications will not be considered. Enquiries should be directed to **Mogano K at (015) 633 4600** or **Mphahlele CR at (015) 633 4522**. **Lepelle-Nkumpi Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender, and disability.**

Applicants from the designated groups are encouraged to apply. Lepelle-Nkumpi Local Municipality reserves the right to make appointments. If you do not hear from us 6 months after the closing date, kindly accept that your application was unsuccessful. Shortlisted candidate will undergo screening and vetting of their qualifications and criminal records.

FAXED AND E-MAIL APPLICATIONS ARE NOT ACCEPTABLE, LEPELLE-NKUMPI MUNICIPALITY IS AN EQUAL OPPORTUNITY EMPLOYER. People from the designated group are urged to apply.

CLOSING DATE: 05 JUNE 2026