



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 CANDIDATES INTERNAL AND EXTERNAL

NB: THOSE WHO HAVE APPLIED BEFORE ARE ENCOURAGED TO RE-APPLY

BUDGET AND TREASURY DEPARTMENT

ACCOUNTANT: BUDGET AND REPORTING (LEVEL 4)

Salary: R 428 962.66 per annum (excluding benefits)

REQUIREMENTS: Grade 12 certificate, National Diploma or B Com Degree in Accounting 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.

SECRETARY: CHIEF FINANCIAL OFFICER (LEVEL 7)

Salary: R 231 546.72 per annum (excluding benefits) (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 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. 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. Provide general office support function. Request. Arrange departmental and external meetings for Chief Financial Officer. 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 Chief Financial Officer

FINANCIAL CLERK: PROPERTY RATES (LEVEL 8)

Salary: R200 831.71 per annum (Excluding benefits)

REQUIREMENTS: Grade 12 certificate, Certificate in Financial Management plus 1-2 years' experience, real Estate certificate will serve as an added advantage

RESPONSIBILITIES: Preparing of clearance figures and clearance certificates. Maintenance of valuation roll data in the system. Keeping track of payments of property rates by different property owner. Preparing data for the transfer of household. Reconciliation of the VAT. Roll with the deeds office and the internal data. Ensure that correct rates are change to correct categories of properties

SENIOR CASHIER (RE-ADVERTISEMENT) (LEVEL 7)

Salary: R 231 546.72 per annum (Excluding benefits)

REQUIREMENTS: 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.

FINANCIAL CLERK: SUPPLY CHAIN MANAGEMENT (LEVEL 8)

Salary: R 200 831.71 per annum (Excluding benefits)

REQUIREMENTS: Grade 12 plus Certificate in Logistics/Computer. Must have 1-year relevant working experience.

RESPONSIBILITIES: Data Capturing of SCM information; Capturing of orders in the financial system; Capturing of suppliers in the database; Processing of purchase requisitions; Requesting quotations; Record keeping of SCM data.

FINANCIAL CLERK: SALARIES (Level 8)

Salary: R 200 831.71 (Excluding Benefits)

REQUIREMENTS: Grade 12 plus certificate in the field of Commerce. relevant experience of at least one year in Payroll field will serve as an added advantage. Knowledge of any Payroll software will serve as an added advantage.

KEY RESPONSIBILITIES: Capturing salary and wage information for employees/ councilors against specific control votes and inserting required information with respect to benefits to activate deduction sequences; Preparing, extracting and validating payroll reports and proceeding with the printing of payslips upon approval; Reconciling statutory payments, deductions and allowances attending to the preparation and circulation of tax certificates; Addressing queries related to deductions and allowances and provides explanations to calculations/ adjustments based on information pertaining to amendment to benefit administration fund rules; Completing application/ claim forms with respect to medical. Insurance and/ or other related benefits for members upon engagement and/ or termination of services; Extracting reports detailing allowances, overtime and stand by payments and submitting to the immediate superior for perusal and circulation; Prepares journal entries to reflect specific adjustments to salary and benefit accounts upon approval.

PLANNING AND LED DEPARTMENT**INTERGRADED DEVELOPMENT AND PLANNING - OFFICER (Level 4)**

Salary: R 428 962.66 per annum (Excluding benefits) (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: A grade 12 certificate. National Diploma in Town and Regional Planning / Development studies plus 2-3 years' experience in Development studies. Must have a valid driver's License. Must be computer literate.

RESPONSIBILITIES: Coordinates key requirements associated with the formulation and/ or review of the Intergraded 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.

CORPORATE SERVICES DEPARTMENT

SECURITY OFFICER (LEVEL 5)

Salary: R 330 458.76 per annum (Excluding benefits) (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade 12 Certificate. National Diploma in Security and Risk Management. Experience of 2-3 years within the field of Security and Risk Management. Must be in possession of a valid driver's license.

RESPONSIBILITIES: Conduct security analysis within the municipality including Municipal events. Plan the provision of security services (physical and information security) in collaboration with risk management, and recruit security guards or source security services contractors to carry out the tasks. Manage the service level agreement of security services contractors in collaboration with Supply Chain Management. Develop and ensure implementation of Security Services Standard Operating procedures (SOPs) in the municipality. Supervise and monitor the performance of the Security Officers. Plan and ensure execution of effective access control measures to all municipal premises. Check and investigate security risk and VIP protection in all municipal gatherings. Develop and implement internal security policy. Conduct security risk and threat assessment and security audit continuously. Develop and conduct security awareness programmes within the Municipality. Build and maintain professional and benchmarking relationship with SAPS, State Security Agency, and other government security establishment.

LABOUR RELATION OFFICER (LEVEL 5)

Salary: R 330 458.76 per annum (Excluding benefits) Car and cellphone allowance applicable over and above standard municipal benefits).

REQUIREMENTS: Grade 12 certificate plus National Diploma in Labour Relations / Human Resource Management plus

2-3 years' experience in Labour Relation. Must be in possession of a valid driver's license.

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.

SECRETARY: EXECUTIVE MANAGER CORPORATE SERVICES (LEVEL 7)

Salary: R231 546.72 (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.

INFRASTRUCTURE AND DEVELOPMENT DEPARTMENT

GENERAL WORKER (2) (LEVEL 12) (ELECTRICAL)

Salary: R 134 443.30 per annum (Excluding benefits)

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

RESPONSIBILITIES: Provide Assistant during 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 (LEVEL 12) (ROADS AND STORMWATER)

Salary: R 134 443.30 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 assistance during road construction and stormwater maintenance activities. Loading and offloading of materials and other products. Cleaning the worksite, storing equipments and tools. Holding and guiding plant or equipment during the hoisting and placement

COMMUNITY SERVICES DEPARTMENT

CHIEF TRAFFIC OFFICER (LEVEL 3) (RE-ADVERTISEMENT)

Salary: R 482 967.67 per annum. (Car and cellphone allowance applicable over and above standard municipal benefits).

REQUIREMENTS: Grade 12 Certificate, National Diploma in Traffic Management and Law Enforcement. Registered as Traffic Officer. Computer Literacy and Financial Management Skills. Valid Code B Driver's licence. A valid Code EC/ and A driver's license would be an advantage. Must have 8 years relevant experience of which 3 years at a supervisory level.

RESPONSIBILITIES: Must be responsible for the management and coordination of municipal traffic service functions - Law enforcement traffic transgression and municipal by-laws. Plan and facilitate law enforcement operations and ensure that all traffic regulations and laws are effectively enforced. Be responsible for the execution and management, development, planning and design function with regard to the traffic management. Develop short, medium and long-term traffic law enforcement strategies. Conduct research and inspection and come with intervention initiatives in addressing the expansion of traffic demands in line with the IDP of the Municipality. Develop and institute an effective reporting system in the section to aid Council in the management of the service delivery. Administering road accidents. Roads safety unit and supporting emergency and rescue personnel during major disasters. Managing and ensuring that any risk to public safety or contravention to traffic regulations and laws are identified and corrective measures enforced on offenders. Maintain effective and efficient stakeholders relations and ensure all general protocols, policy and procedures are adhered to. Manages and ensure all administrative sequences related to statutory documentation, registers and statistics are performed.

MANAGEMENT REPRESENTATIVE DLTC AND VTS (LEVEL 4)

Salary: R 428 962.66 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: The incumbent must in possession of Grade 12 certificate. Diploma in Examiner of Driving Licenses Grade B and vehicle knowledge of E-natis. Driver's License Code EB. Certificate of evaluation of vehicle test station. 2-3 years' experience as testing officer.

RESPONSIBILITIES: Supervising Examiners. Maintain electronic bookings. Scheduling of Examiners diary. Controlling tests register and keep up to date with amendments. Preparing inspectorate reports. Ensure that standard of the testing station is in accordance to the quality manual and the SABS code of practice 0126. Have full understanding of SANS 10216, Road Traffic Act 29 of 1989. Provisioning and requirements of National Roads Traffic Act 93 of 1996.

REGISTRATION OFFICER (LEVEL 7)

SALARY: R231 546.72 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.

DRIVER OPERATOR (LEVEL 10)

Salary: R151 155.34 per annum (Excluding benefits)

REQUIREMENTS: The incumbent must at least have passed Grade 10. 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.

OFFICE OF THE SPEAKER

PUBLIC PARTICIPATION OFFICER (LEVEL 5) (the position is linked to the political term of the speaker)

Salary: R 330 458.76 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: National Diploma in Public Administration or equivalent. Must have 2-3 years' relevant experience. Be in possession of a driver's license.

RESPONSIBILITIES: Facilitate establishment of steering committee and run induction programmes, Co-ordinate capacity building and support to ward Committees. Monitor submission of Ward Committees monthly reports. Develop mechanisms to address community service delivery issues. Co-ordinate and facilitate communication to the relevant departments regarding the service delivery issues. Co-ordinate and facilitate all legislated public participation programmes in the municipality. Organise sector meetings and arrange logistics. Facilitate community empowerment / capacity building on matters relating to municipal governance. Monitor that draft policies and by-laws are distributed to all stakeholders. Report on performance relating to the annual workplans / SDBIP. Keep records of all department work for audit and administrative purposes.

DRIVER TO THE SPEAKER (LEVEL 10) (the position is linked to the political term of the speaker)

Salary: R151 155.34 per annum (car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade 12, A valid C1 driver's licence/ PrDP Advanced driving certificate. Minimum of 2 years relevant experience. Must have good interpersonal and communication skills

RESPONSIBILITIES: Transport the Speaker to and from scheduled public events and functions; Communicate with Manager Office of Speaker in respect of the programme/ schedule of meetings; Identify locations and venues and establishes routes, taking into consideration risk/ safety aspects; Apply agreed procedures to avoid life threatening incidents; Interacting with VIP Protection officer and external departments (South African Police Services) and security services in respect of high profile functions and possible volatile situations and comprehending safety instructions and contingency plans in cases of emergencies.

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 position. 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.lepellenkumpi.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, NB: Shortlisted candidates will be subjected to a compulsory security vetting; reference checks by contacting current or previous employer; validity of qualifications; verifying whether a candidate has been dismissed previously for misconduct or poor performance. Recommended candidates will be subjected to competency assessment test. The successful candidate will be required to submit disclosure of financial interest, be expected to sign an employment contract and performance agreement. 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, Diale D.S., Lepelle-Nkumpi Municipality Private Bag X 07 Chuenespoort or Hand Deliver to Physical Address 170 BA Civic Centre Unit F Lebowakgomo.

All enquiries must be directed to Ms. RM Mphahlele (015) 633 4600 and Mr. CR Mphahlele (015) 633 4522. If you don't 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. The shortlisted candidates will be subjected to screening and vetting process to determine suitability.

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: 31 JULY 2024