



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

CORPORATE SERVICES DEPARTMENT

MANAGER HUMAN RESOURCE MANAGEMENT

SALARY: R843 304,43 per annum (car and cellphone allowance applicable over and above standard municipal benefits)

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

RESPONSIBILITIES: Researches and develops strategic and short and medium-term plans for the Human Resources functionality. Formulates immediate and short term result indicators to address critical human resource needs and interventions for key functional areas within the organisation in accordance with statutory legislation (e.g. Employment Equity, Labour Relations, Recruitment & Selection, Organizational Development and Employee Assistance, Organizational Structure, etc). Prepares and submits capital/ operating estimates and controls expenditure against the approved budget allocations. Manages and controls organization change and development through the formulation of specific policies and procedures and forwards/ presents to the Director and/ or Councils Committees. Managing healthy employment relations and duties between the employees, organised labour as well as ensuring that Lepelle-nkumpi Local Municipality adheres to the Legal prescripts. Managing and controlling employee disputes and resolution. Manages and controls procedures and processes associated with maintaining employee relations and industrial peace. Attending to and participating in complex conciliation and arbitration proceedings, including briefing the Municipal Manager or appointed attorney and implementing actions or awards accordingly. Manages key results indicators and outcomes pertaining to recruitment and selection criteria. Participating in the interview process for designated levels (senior and specialist staffing) and/ or providing information to the panel on the requirements and application of specific Human Resources policies and procedures. Planning immediate and short-term result indicators to address progress and recommend interventions in accordance with statutory legislation. Reviewing the Workplace Skills Plan and in conjunction with the Local Government Sector Education and Training Authority (LGSETA), establishes and confirms the status of levies and grants and reports on progress in achieving short to medium term objectives. Directing the procedural and operational dimensions of selecting, coordinating and providing training to employees and monitors impact on organizational efficiency and, progress towards self-development and growth within the organization. Manages sequences associated with establishing the Employee Wellness capacity of the municipality. Oversee the implementation of the occupational health and safety. Monitoring establishment records on the Human

Resources database and seeks clarity/ supporting documentation on amendments effected by Human Resources personnel. Manages and controls the Key Performance Indicator's and outcomes of personnel within the Human Resources Section. Implements Human Resources Management Employee Relations communication strategies aimed at creating awareness and/ or seeking acknowledgement

SECRETARY: EXECUTIVE MANAGER CORPORATE SERVICES (RE-ADVERT)

SALARY: R270 150.42 (cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade12 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.

LEGAL ADVISOR (RE-ADVERT)

SALARY: R714 294,83 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.

LABOUR RELATION OFFICER (RE-ADVERT)

SALARY: R385 553,18 per annum (Excluding benefits) Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade12 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.

DRIVER (RE-ADVERT)

SALARY: R176 356.11 (Excluding benefits)

REQUIREMENTS: Grade 12 Certificate plus Code C1 with 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.

BUDGET AND TREASURY**FINANCIAL CLERK: SUPPLY CHAIN MANAGEMENT (RE-ADVERT)**

SALARY: R234 314,57 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: ASSETS (X2)

Salary: **R234 314,57 per annum** (Excluding benefits).

RESPONSIBILITIES: Grade 12 qualification in the field of Commerce. A diploma in the relevant field will serve as an added advantage. General accounting experience of at least 1 – 2 years.

RESPONSIBILITIES: Captures new assets acquisitions in the financial system, Assets counting and verification, Monitor the movement of Assets Bar Code newly acquired assets, Monitor the proper good usage of assets and facilities, Proper record keeping of acquired assets, Reconciliation of asset register with invoices, ensure s that Assets Management procedures are adhered to monthly reports of Asset acquisitions, Disposal, condition of assets, keeps insurance claims register, Ensures the insurance of every asset in the municipality delegated by the Accountant: Assets and Stores.

CASHIER (X2)

SALARY: R234 314,57 per annum (excluding benefits)

REQUIREMENTS: Grade 12. Computer Literacy - Office applications, a post matric qualification in the field of commerce will serve as added advantage.

RESPONSIBILITIES: Collects and counts payment tendered, verifying total against amount due, calculating balance and explaining transactional recordings and penalties applicable and or providing information on specific products/ services e.g. metered service cards, hall hiring tariffs, communicating with the customer and attending to specific payment or sale enquiries and or providing information on tariffs for specific services, issuing receipt reflecting amount tendered and confirms recording with the customer, Tallying amounts and verifying cash total to receipts issued, Verifying cash receipts schedule/ reports against cash/ cheque totals with the immediate supervisor and / or attending and rectifying deviations in recordings or counts prior to forwarding for depositing.

TOWN PLANNER

SALARY: R714,294.83 per annum (car and cellphone allowance applicable over and above standard municipal benefits).

REQUIREMENTS: Degree in Town and Regional Planning - NQF level 7, 4-6 years' relevant experience, Code EB Driver's License, Computer literate – Office Applications, Registration with SACPLAN as a Professional Planner.

RESPONSIBILITIES: Keeping abreast with developments and legislative imperatives supporting land use planning and developments procedures and policies. Aligning the functionalities requirements with operating capacity and capability. Evaluating and commenting on the applicability of specific key performance indicators (KPIs) and measures against Land Use Management Schemes outcomes detailed in the Departments Business and Strategic Plans and SDBIP. Presenting a conceptual framework and action plans of future Land Use Management Schemes interventions through the evaluation and monitoring of the Integrated Development Plan necessary to achieve acceptable levels and standards of service delivery to the Manager for consideration and inclusion into the Department's short/ medium-term performance and service delivery plans. Managing the operational activities of the professional, technical and administrative personnel, assigning tasks and managing outcomes against service delivery requirements. Supervising and mentoring staff and verifying work submitted by staff. Monitoring the adequacy of current training interventions supporting personnel development and reporting on workplace impact post training. Implementing Human Resources policies and procedures to control/ regulate workplace conflict and/ or instituting corrective measures and consultation processes to address deviations from standards. Analysing statistical information pertaining to staff attendance/ absenteeism, overtime, lost time due to accidents and/or incidents and downtime and proposing specific remedial measures aimed at improving productivity and reducing personnel related costs. Analysing trends, operating requirements and budget forward plans to establish/ determine funding/ expenditure for the period. Monitoring the functionality's performance against budget and addressing deviations/variances/budget shortfalls with the Manager. Compiling quarterly and annual financial reports for the functionality. Monitoring and implementing corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and departmental procedure. Communicating with the Manager on audit findings and recommendations and coordinating the necessary investigational or corrective measures. Managing the application, implementation and enforcement of the current mix of Land Use Management Systems (Zoning Schemes) and Planning Policies, and the range of diverse processes e.g. database maintenance, street naming, etc. Providing support in developing and implementing the planning strategy, IDPs, Land Use Management policies, Land & Housing Development through assessment of capacity needs/gaps and compiling a mentoring programme and monthly progress reports. Monitoring and guiding related projects e.g. the formulation of Land Use Management "tools" through implementation of policies and user-friendly Land Use Management Systems and Sub-Systems. Providing support and facilitating development of IDP, housing, town planning, GIS, and institutional social development units through ensuring compliance with Council Policies, Procedures and Guidelines. Verifying the technical evaluation and reporting on Land Use Change applications and related matters (Site Development Plans, Building Plans and Proposals for Subdivision/ Selling/Leasing of Municipal land, etc.), to ensure compliance with technical and legal requirements. Monitoring, analysing and interpreting GIS survey information contained in aerial photography, cadastral compilations, topographical maps, guide plans, building and general plans, and generating reports to support the Valuations Roll updating of information.

Coordinating the procedural requirements with respect to documenting system processes, assessing conformance with audit and administrative procedures. Coordinating the inclusion of sectoral community groupings within the municipality into the IDP/ Spatial Development Framework (SDF) in collaboration with the Manager, on specific issues, work progress, action plans and financial aspects. Implementing action and business plans taking into consideration budget allocations and measuring the extent to which the IDP is implemented within the functionality and forwarding reports to be made available for inspection. Preparing investigational, productivity and performance reports referring to statistical data and qualitative information related to service delivery initiatives of the functionality for the attention of the Manager for consideration and inclusion into Council and Sub Committee reports. Formulating reports, items to standing committees, writing minutes, agenda compilation, attending to correspondence and formulation of memos. Maintaining and monitoring the activity and record keeping systems and computer files.

MUNICIPAL MANAGERS OFFICE

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

Salary: **R843 304,43** 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.

SENIOR COMMUNICATION OFFICER

Salary: **R500 479,76** per annum (Excluding benefits)

REQUIREMENTS: Diploma in Communication, Journalist/Public Relations or equivalent qualification plus a minimum of two 2 years relevant experience. Computer Literacy. A valid driver's license.

RESPONSIBILITIES: Responsible for print and electronic media liaison. Assist in marketing the Municipality. Develop communication strategies, plans and messages. Identify the value and the benefit added by programmers and communities. Assist Council in developing messages to stakeholders. Assess community satisfaction. Conduct surveys and interpret. Monitor and evaluate communication impact. Adjust communication plans. Draft feature articles for department and organizational publication of the newsletter. Liaise with Council, provincial and national departments, Conduct communication audits. Plan and undertake internal liaison to ensure that officials are informed of important events and activities of and within Council. Comment on constitutional and statutory matters related to public relations.

TECHNICAL SERVICES DEPARTMENT

GENERAL WORKER - ROADS AND STORMWATER (X10) (RE-ADVERT)

Salary: **R156 857,83** 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 equipment's and tools. Holding and guiding plant or equipment during the hoisting and placement

COMMUNITY SERVICES DEPARTMENT

SECRETARY: EXECUTIVE MANAGER COMMUNITY SERVICES

SALARY: R 270 150,42 (cellophane allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade 12 plus Office Administration/Secretarial Certificate Computer Literacy-Office. Applications. Minimum of 1-2 years' experience in office administration and/or as a secretary. Good interpersonal and communication skills

RESPONSIBILITIES: Provide secretarial support to the office of the Executive Manager Community Services. Typing and Filing of internal and external correspondence. Manage the diary of the Chief Financial Officer. 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 Chief Financial Officer. Attending to telephonic calls and visitors to Budget and Treasury services directorate. Recording details of enquires and messages in the absence of personnel

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: 11 SEPTEMBER 2026