



# 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 boasts 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 is situated south east of Polokwane.

## THE FOLLOWING VACANT POSTS EXIST FOR FILLING BY SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES INTERNAL AND EXTERNAL

### CORPORATE SERVICES

#### SKILLS DEVELOPMENT FACILITATOR

Salary: R374 854.77 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** An appropriate B degree or National Diploma in HR Management / Development plus 2-3 years relevant experience. Computer literate.

**RESPONSIBILITIES:** Develop a workplace skills plan, submit report to the LGSETA and assist in its implementation. Assisting in identifying and documenting training needs based on skills priorities as per Departmental objectives contained in municipality's Integrated Development Plan. Collect all relevant data of the workforce for training, including their occupational level, age, race and gender. Conduct a workforce skills audit. Compile costs of training. Coordinate learnerships activities of both new and ongoing learners. Compile and submit quarterly monitoring reports to LGSETA. Facilitate and provide ABET. Co-ordinate training committee meeting. Collect and collate information for the purpose of reporting on Employment Equity.

### TECHNICAL SERVICES DEPARTMENT

#### TECHNICIAN: PROJECT MANAGEMENT UNIT (PERMANENT)

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

**REQUIREMENTS:** National Diploma in Civil Engineering or Project Management. 3 years' experience in Project Management. Knowledge of Local Government System. Must have valid driver's licence. Registration with ECSA or Project Management related Professional Bodies will serve as an added advantage. Must be computer literate.

**RESPONSIBILITIES:** Establishing and maintaining relationship with the municipal departments and stakeholders required to support the implementation of Expanded Public Works Programme (EPWP) and Labour Intensive Construction programme. Identifying the projects to be implemented under EPWP labour intensive guidelines. Assisting on evaluation of business plan and technical reports. Co-ordinate meetings between different stakeholders. Monitoring of milestones, budget, achievable, targets, progress and expenditure. Compiling progress reports for relevant structures, viz National Department of Public Works (NDPW), Council and relevant municipal departments. Verify that the projects specifications are in accordance to EPWP guidelines. Arrange regular projects progress meetings with service providers. Ensure compliance with all legal aspects and conditions as required from the different spheres of Government. Verify payment certificates and prepare monthly payment schedule documents for MIG-funded project. Monitor and evaluate project. Assist with other related Municipal Infrastructure Programmes.

### PLANNING AND LED DEPARTMENT

#### BUILDING INSPECTOR

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

**REQUIREMENTS:** National Diploma in Civil Engineering / Building Science. Must be in possession of 2-3 years' relevant experience. Must have a valid driver's licence.

**RESPONSIBILITIES:** Conducting physical building inspection in accordance with National Building Regulations. Visiting all work-sites and conduct routine inspections to ensure that there are 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.

### BUDGET AND TREASURY DEPARTMENT

#### MUNICIPAL FINANCE MANAGEMENT INTERNS (5 POSTS)

Salary: R100 000.00 per annum (Total cost to company) 2 years contract.

**REQUIREMENTS:** A University/ Technikon graduate majority in Accounting and Auditing or Tax or Economics. Should not have been an intern anywhere else.

**RESPONSIBILITIES:** Gain training exposure in Expenditure section, Budget section Revenue Management section, Supply Chain Management and internal section. Ensures compliance to Municipal Finance Management Act; Act as compliance officers for the municipality; Ensures accurate and timeous submissions of relevant Treasury returns and required documents; ensures compliance on National Treasury Budget reforms; Use their theory and content in improving the financial management systems of the municipality.

Interested individuals are kindly requested to apply in writing to the Acting Municipal Manager, KG Mankga, and 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 Mr. CR Mphahlele (015) 633 4522 and Ms. RM Mphahlele (015) 633 4600. 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: 26 OCTOBER 2021**