



# LEPELLE-NKUMPI LOCAL MUNICIPALITY

[www.lepelle-nkumpi.gov.za](http://www.lepelle-nkumpi.gov.za)

Lepelele-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

### COMMUNITY SERVICES DEPARTMENT EXECUTIVE MANAGER: COMMUNITY SERVICES (PERFORMANCE BASED PERMANENT CONTRACT)

**ANNUAL TOTAL REMUNERATION PACKAGE: R935,100 (minimum) R1 068,686 (midpoint) and maximum R1,184,979 (maximum).** The offer of remuneration will be determined by competence and current salary earnings read together with the guidelines as set out in Government Gazette No 48789 dated 14 June 2023)

**REQUIREMENTS:** The applicant must be in possession of Bachelor Degree in Social Sciences / Public Administration/ Law; or equivalent. The incumbent must have a minimum of five (5) years relevant experience at middle management level and proven successful institutional transformation within public or private sector. The applicant must be computer literate and have a valid driver's license and his/her own roadworthy vehicle. An incumbent must be a person of honesty and integrity. Registration with the South African Council for Social Service Professional (SACSSP), or similar recognised relevant professional body will be an added advantage.

**CORE COMPETENCIES:** Strategic direction and leadership: people management; program and project management; financial management; change management; government leadership, Moral competence; planning and organising; analysis and innovation; Knowledge and information management; communication, results and quality focus.

**KNOWLEDGE:** Good knowledge and understanding of relevant policy and legislation; Good knowledge and understanding of institutional governance system and performance management; Understanding of council operation and delegation of powers as well as Health services management, cemetery management, Public safety, Parks and recreation management.

**RESPONSIBILITIES:** Overall management of Community Services Department; implement the Integrated Development Plan (IDP) as well as strategic goals for the Community Services Department, Provide support and advice to the Municipal Manager and Council on matter delegated to the department; Implement the service Delivery Budget Implementation Plan (SDBIP); Develop and implement key strategic / business plans including Waste Disposal and Management Plan, Disaster Management Plan, Transport Plan, Traffic and Licensing Plan and Environmental Plan; Manage Department budget human resource and other resources in accordance with local government legislation and treasury regulations; Manage efficient provision on municipal services; Establish, operate and maintain support structures, processes and system; Direct and control key deliverable and outcomes for the department; Liaise with Internal and External stakeholders; Facilitate stakeholder participation and involvement; Ensure legislative, regulatory, policy and operating standard compliance.

### CORPORATE SERVICES DEPARTMENT EXECUTIVE MANAGER: CORPORATE SERVICES (PERFORMANCE BASED PERMANENT CONTRACT)

**ANNUAL TOTAL REMUNERATION PACKAGE: R935,100 (minimum) R1 068,686 (midpoint) and maximum R1,184,979 (maximum).** The offer of remuneration will be determined by competence and current salary earnings read together with the guidelines as set out in Government Gazette No 48789 dated 14 June 2023)

**REQUIREMENTS:** The applicant must be in possession of a Bachelor Degree in Public Administration/ Management Sciences / Law. The incumbent must have a minimum of five (5) years relevant experience at middle management level and have proven successful management experience in administration. A code EB driver's license.

**KNOWLEDGE:** Good knowledge and understanding of relevant policies and legislation; Good Knowledge and understanding of institutional governance system and performance management; Good knowledge of corporate support services, including: Human capital management; Legal services, Facilities management, Information communication technology; and Council support; Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000(Act No.5 of 2000); Good governance; Labour Relations Act, and other labour-related prescripts; Legal background and human capital management; and Knowledge of coordination and oversight of all specialized support functions.

**CORE COMPETENCIES:** Strategic direction and leadership: people management; program and project management; financial management; change management; government leadership, Moral competence; planning and organising; analysis and innovation; Knowledge and information management; communication, results and quality focus.

**KEY RESPONSIBILITIES:** reporting to the municipal manager the incumbent will be responsible to lead, direct and manage staff within the department so that they are able to meet their departmental and organisational objectives, this includes the provision of auxiliary support services to the municipality; the provision of sustainable records management service, the recruitment and retention of competent of competent human capital; the promotion of sound labour relations; provision of legal services as well as the provision of information technology and support to the municipality. Development of a GRAP compliant MTREF budget for the department, efficiently manage and control the budget for the department; prepare and submit required reports to the municipal manager and relevant political structures; ensure support to category C municipalities budget implementation plan(SDBIP); attending all council and relevant meetings and making recommendation as required and implementing decision; advising council on all matters of the department; perform any other related as requested by the municipal manager.

### PLANNING AND LED DEPARTMENT EXECUTIVE MANAGER: PLANNING AND LED (PERFORMANCE BASED PERMANENT CONTRACT)

**ANNUAL TOTAL REMUNERATION PACKAGE: R935,100 (minimum) R1 068,686 (midpoint) and maximum R1,184,979 (maximum).** The offer of remuneration will be determined by competence and current salary earnings read together with the guidelines as set out in Government Gazette No 48789 dated 14 June 2023)

**REQUIREMENTS:** A Bachelor of Science Degree in Building Sciences / Architect / Bachelor Degree in Town and Regional Planning or Development Studies, or equivalent. Five(5) years' experience at a middle management level and have proven successful Professional Developmental / Town and Regional Planning experience. Project management certificate or diploma; or Registration as a Professional Planner in accordance with the Planning Profession Act, 2002 (Act 36 of 2002) will be an added advantage. A code EB driver's license. Computer literacy.

**KNOWLEDGE AND COMPETENCIES:** Good knowledge and understanding of relevant policy and legislation. Good knowledge and understanding of institutional governance systems and performance management. Good knowledge of SCM Regulations and PPPF Act 2000 (Act No.5 of 2000). Knowledge of geographical information systems. Knowledge of spatial, town and development planning. Must have extensive knowledge of the public office environment. Must possess proven skills in respect of planning and organizing, problem solving, presentation, conflict resolution, governance, risk and change management.

**CORE COMPETENCIES:** Strategic direction and leadership: people management; program and project management; financial management; change management; government leadership, Moral competence; planning and organising; analysis and innovation; Knowledge and information management; communication, results and quality focus.

**KEY PERFORMANCE AREAS:** Provide strategic leadership in Development and Town Planning directorate. Responsible for development planning, LED, land use management and planning human settlement. Administration and development of Spatial Development Framework and related Town Planning functions. Develop and maintain GIS. Formulation of development policies, strategies and action plans. Stimulate the local economy by promoting job creation, investment and the development of SMME's, marketing and tourism. The successful candidate shall report to the Municipal Manager.

### TECHNICAL SERVICES DEPARTMENT EXECUTIVE MANAGER: TECHNICAL SERVICES (PERFORMANCE - BASED PERMANENT CONTRACT)

**ANNUAL TOTAL REMUNERATION PACKAGE: R935,100 (minimum) R1 068,686 (midpoint) and maximum R1,184,979 (maximum).** The offer of remuneration will be determined by competence and current salary earnings read together with the guidelines as set out in Government Gazette No 48789 dated 14 June 2023) A code EB driver's license.

**REQUIREMENTS:** Bachelor of Science in Engineering / B-Tech: Engineering or equivalent. The applicant must have a minimum of 5 years' experience at middle management level or as programme / project manager of which 3-4 years must be professional / management level. Certificate of competency as required in terms of the General Machinery Regulations, 1988; or Registration with a recognised relevant engineering professional body will be an added advantage.

**LEADING COMPETENCIES:** Strategic direction and leadership, people management, programme and project management, financial management, change leadership and government leadership.

**CORE COMPETENCIES:** Moral Competence, planning and organising, analysis and innovation, knowledge and information management, communication, results, and quality focus.

**KNOWLEDGE:** Good knowledge and understanding of relevant policy and legislation. Good knowledge and understanding of institutional governance system and performance management. Must have extensive knowledge of the public office environment, Must be able to formulate engineering master planning, project management and implementation.

**RESPONSIBILITIES:** The Executive Manager Technical Services reports to the Municipal Manager. Ensures proper management and coordination of services provision (roads, buildings, storm water control etc). Ensures provision of effective and efficient financial management in all departmental activities; provide effective control of projects and contracts on infrastructure provision for the municipality. Ensures provision of adequate policy environment for implementation of municipal programmes, procedures and compliance with legislation, develop and monitor service delivery and budget implementation plans (SDBIP), facilitates increase on employment rates through projects, ensures proper risk management in the department, facilitates adequate IGR participation, manages water, roads and sanitation designs, manages project management, operations and maintenance units, consolidates and submits reports in line with municipal reporting standards, advice local municipalities on social and institutional activities through the ISD and IGR forums. Attending all Council and relevant meetings and making recommendations as required and implementing decisions, advising Council on all matters of the Department. Development of GRAP – complaint MTREF budget and efficiently manage and control the budget of the department, Prepare and submit required reports to the municipal manager and relevant political structures and attend to ad-hoc responsibilities allocated by municipal manager

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 (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:** 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.

Lepelele-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. 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 Lebawagom. All enquiries must be directed Mr. CR Mphahlele - (015) 633 4500 and Ms. RM Mphahlele (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: 07 JUNE 2024**

**Ms. DS Diale  
Acting Municipal Manager**