



LEPELLE-NKUMPI LOCAL MUNICIPALITY

Postal Address
Private Bag X07
CHUENESPOORT
0745

www.lepelle-nkumpi.gov.za

Physical Address
170 BA Civic Centre
LEBOWAKGOMO, 0737
Tel : (+27)15 633 4500
Fax : (+27)15 633 6896

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

COMMUNITY SERVICES DEPARTMENT TRAFFIC SUPERINTENDENT

Salary: R 254 254.45 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: The incumbent must be in possession of Grade 12 Certificate, Diploma in traffic, Institute of Traffic Officers (ITO) 3 Diploma or National Diploma in traffic management and must be computer literate. Experience of at least 3 years in traffic supervision position, plus valid driver's license.

KNWOLEDGE AND ABILITIES: In depth knowledge and application of the procedures, NRTA, AARTO and by-laws. Must have clean credit and criminal record, and will be exposed to vetting. Applicant must also be able to work shifts in all weather conditions.

RESPONSIBILITIES: Monitoring the prosecution of offenders. Supervising traffic and municipal By-laws enforcement. Attending meetings with relevant stakeholders. Ensuring submission of legal documents to Court. Supervising the traffic division shifts. Arranging the roadblocks, operations and collaborate with other law-enforcement agents. Ensure attendance of traffic related complaints. Inspection of all traffic equipments on daily basis.

INFRASTRUCTURE DEVELOPMENT GENERAL WORKER (2 POSTS)

Salary: R 67 457.16 per annum (excluding benefits)

REQUIREMENTS: The incumbent must have an appropriate primary education and good communication skills.

RESPONSIBILITIES: Providing assistant 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.

CORPORATE SERVICES DEPARTMENT

MANAGER: RESEACHER (MUNICIPAL COUNCIL)

Salary: R428 416.75 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: A relevant 3 year Diploma / degree with 5 years relevant experience. Proven research and report writing skills. Good written and verbal communication skills. Knowledge of local government legislation and policies. Good policy analysis skills. In depth knowledge of council processes and systems. Computer literacy and valid driver's license are essential.

RESPONSIBILITIES: Provide advisory function to council and its committees. Provide administrative support and research to council and Municipal Public Account Committee (MPAC). Manage the Strategic engagements of council and its subcommittee, MPAC etc. Track and monitor the implementations of resolutions of Council and its structures. Write oversight reports for MPAC. Ensure that effective records are kept of the activities, correspondence and resources of Council and its sub-committees

SWITCHBOARD OPERATOR

Salary: R 75 842.45 per annum (excluding benefits)

REQUIREMENTS: Grade 12 certificate or NQF level 4, at least 1- 2 years relevant switchboard / receptionist and office clerical experience. Must have good customer service experience and good data entry / keyboard skills. Must also be computer literate and must be fluent in English.

RESPONSIBILITIES: Provide switchboard services to all clients. Answering phones and transferring of incoming calls to relevant departments / offices. Keep staff updated on switchboard changes e.g. out of order, upgrade etc. Update extension data, internal and external as required. Report faults on telephone lines to Information Technology unit within the municipality. Taking messages where applicable and relay those messages to the relevant employees timeously. Ensuring high level of customer service for internal and external customers at all times. Perform any other general administration duties as required by the Supervisor.

OFFICE OF THE MUNICIPAL MANAGER

SENIOR INTERNAL AUDITOR (PERFORMANCE AUDIT)

Salary: R 254 254.45 per annum (excluding benefits)

REQUIREMENTS: Bachelor's Degree or Diploma in Accounting, Auditing (NQF level 6) or other related field. Experience in performance Auditing and one or more of the following: Regularity Auditing, Computer Auditing, Forensic Auditing, and Environmental Auditing. Experience of at least 4 years in Internal Auditing.

KNWOLEDGE AND ABILITIES: Knowledge of the techniques, test and sampling methods involved in conducting audit and the requirements set forth in the internal standard of the professional practice of internal auditing. Knowledge of computer-oriented accounting and auditing record keeping systems. Knowledge of organisational theory and design. Skill in designing forms to be used in auditing activities. Communicate both oral and in writing,

including the ability to interview persons. Ability to establish effective working relationship with audit staff and council's personnel as a whole. Supervise a group of professional and clerical subordinates. Evaluate staff on their performance on a timely basis

RESPONSIBILITIES: Supervise auditing assignments and implement internal audit policies. Establish procedures covering the scope of audits, estimate resource needs and assign work to meet completion dates. Audit a variety of complex financial records and operations. Evaluate methods used by staff auditors to determine if audits are being conducted in accordance with professional standards. Identify and analyse causes of uneconomic and inefficient practices in the assigned area of responsibility. Evaluate content and edit audit report drafts for submission to the Chief Audit Executive. Present findings and recommendations concerning programs audited to the Chief Audit Executive. Co-ordinate audit activities with the data processing organization and other department to secure programming and computer time and other resources when needed to evaluate programs and conduct audit. Analyse information system and procedure to assess the adequacy of control over information and to provide useful cost-effectiveness data. Perform any other reasonable duties as assigned.

INTERNAL AUDITOR

Salary: R 195 869.30 per annum (excluding benefits)

REQUIREMENTS: Diploma in Auditing or equivalent qualification plus 2 years relevant experience.

RESPONSIBILITIES: Performing professional internal auditing work, including conducting performance, financial and compliance audit projects. Evaluating the municipality's risk areas and provide recommendations. Performing audit procedures, including identifying and defining issues, developing criteria, reviewing documents. Developing and administering surveys. Monitoring of specific statutory financial responsibilities and functions of the municipality. Analysing the financial statements and commenting to the Senior Internal Auditor on the credibility of the report in terms of the applicable legislation. Managing the implementation of Audit investigative processes. Performing audit related work emanating from the Audit Committee. Maintain all organisational and professional ethical standards.

OFFICE OF THE MAYOR

SECRETARY TO THE CHIEF WHIP (The position is linked to the political term of the chief whip)

Salary: R 137 242.21 per annum (excluding benefits)

REQUIREMENTS: The incumbent must be in possession of a grade 12 certificate, a Diploma in Office Administration or equivalent plus a minimum of 2 years experience in office administration or secretarial responsibilities. Be able to understand and interpret relevant legislation. Be computer literate. Have the ability to work under pressure. Perform any other reasonable task.

RESPONSIBILITIES: Attend to internal and external correspondence on behalf of the Chief Whip; render administrative support and provide secretarial duties; manage the chief whip's

diary; serve as a link between the office of the chief whip and Council Support and attend to telephone enquiries and any other related matter. Perform any other reasonable task

BUDGET AND TREASURY DEPARTMENT

MANAGER: SUPPLY CHAIN MANAGEMENT UNIT

Salary: R428 416.75 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: B-Degree / Advance Diploma in commerce which is equivalent to NQF level 7 plus 5 years experience in the Supply Chain Management within public service sector.

RESPONSIBILITIES : Develop and implement supply chain management strategy and plan in line with Municipality's strategy; Develop and implement supply chain management policies, processes and procedures; Manage the implementation of the relevant supply chain systems, infrastructure and management systems; Monitor all processes of supply chain management including the functionality of Bid committees; Develop supply Chain management reports in accordance to prescribed legislative framework .Determine and monitor overall stock levels for the municipality; In charge of the overall Asset Register of the municipality ; Oversees the demand , acquisition , disposal , and logistics management of the municipality; Develop measures to monitor application and compliance to supply chain policies by business units. Reports directly to the Chief Financial Officer.

ACCOUNTANT: BUDGET CONTROL AND FINANCIAL REPORTING

Salary: R 254 254.45 per annum (excluding benefits)

REQUIREMENTS: Diploma or Degree / Advance Certificate in Financial Management or Cost Accounting which is equivalent to NQF Level 6 plus 2-3 years relevant experience in financial management. The ability to understand, interpret and apply financial services, specifically policies governing financial reporting analysis. Computer literacy. Knowledge of the Venus financial system will be added advantage.

RESPONSIBILITIES: Ensure compliance with the MFMA. Analyse and interpret the trends on financial management and advise the line department to take the sound decision to manage the perspective votes. Assist with the compilation of budgets, ensuring that estimates are set, and with the budgetary preparation process. Ensure the correct and timeous capturing of the budget into the system. Promote the implementation of the budget in accordance with the service delivery and implementation plan of the municipality. Assist in the preparation of the annual financial statements. Perform any other duties delegated by the Manager: Budget and Financial Reporting.

Interested individuals are kindly requested to apply in writing to the Acting Municipal Manager, Private Bag X07 Chuenespoort 0745. Application must be in the form of 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 Ms. M V Muparutsa - 015 633 4533 and Mr. C R Mphahlele – 015 633 4522.

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: 10 APRIL 2015