



# LEPELLE-NKUMPI LOCAL MUNICIPALITY

Lepelle-Nkumpi Local Municipality is situated in the Capricorn District Municipality of Limpopo Province. The Municipality boasts great tourism development potential and ever-increasing discovery of both underground and surface mineral deposits. It is also the seat of the Limpopo Provincial Legislature and situated south-east of Polokwane.

**The following vacant posts exist for filling by suitably qualified and experienced candidates:**

## **TECHNICIANS: PROJECT MANAGEMENT UNIT (TECHNICAL SERVICES DEPARTMENT) (2 POSTS)**

**Salary: R430 097.73 per annum (total cost to company) (3-YEAR CONTRACT)**

**Requirements:** • A National Diploma in Civil Engineering or Project Management • 3-5 years' experience in project management • Knowledge of the Local Government System • A valid driver's licence • Registration with the ECSA or Project Management-related professional bodies will serve as an added advantage • Computer literate.

**Responsibilities:** • Establish and maintain relationships with municipal departments and stakeholders required to support the implementation of the Expanded Public Works Programme (EPWP) and Labour-intensive Construction Programme • Identify projects to be implemented under EPWP labour-intensive guidelines • Assist in the evaluation of business plans and technical reports • Coordinate meetings between different stakeholders • Monitor milestones, budgets, achievable, targets, progress and expenditure • Compile progress reports for relevant structures, viz National Department of Public Works (NDPW), Council and relevant municipal departments • Verify 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 projects • Monitor and evaluate projects • Assist with other related Municipal Infrastructure Programmes.

## **DRIVER-OPERATORS (2 POSTS)**

**Salary: R109 094.97 per annum (excluding benefits)**

**Requirements:** • A Grade 10 certificate • In the position to execute written instructions • A Code EC 1 driver's licence plus PrDP • At least 2 years' experience as a driver • An Operator's Certificate will serve as an added advantage.

**Responsibilities:** • Operate heavy vehicles during road and stormwater maintenance activities • Transport personnel, material and equipment to or from specific locations • Communicate with the supervisor on-site and confirm requirements or specifications • Control the utilisation of materials (sand, stone, crusher run, etc) and discharge/offload required quantities of materials for repair or reconstruction work • Inspect vehicles and plant to ensure roadworthiness.

## **HANDYMAN**

**Salary: R97 033.21 per annum (excluding benefits)**

**Requirements:** • A Grade 10 certificate • In a position to execute written instructions • A Code EB driver's licence • At least 2 years' experience in general building maintenance.

**Responsibilities:** • Repair defects and renovate interior/exterior building surfaces • Replace damaged doors and locks, window frames and broken panes using handheld tools • Clear blocked drainage and waste water systems using a high pressure cleaning system to remove trapped waste • Repair leaks and flush units in municipal buildings, replace washers, gaskets and testing functionality • Replace worn lightbulbs and switches • Mount notice boards on the walls and signage in the yard • Perform maintenance of air-conditioners in the offices • Monitor and maintain the standby generator • Perform any other reasonable tasks.

## **BUDGET & TREASURY DEPARTMENT ACCOUNTANT: REVENUE MANAGEMENT**

**Salary: R309 599.83 per annum (excluding benefits)**

**Requirements:** • A BCom (Financial Management) degree/National Diploma (Financial Management) or a minimum equivalent of NQF Level 6 qualification in Financial Management plus 2-3 years' relevant experience in financial management • The ability to understand, interpret and apply financial services, specifically policies governing financial reporting and analysis • Computer literacy • Knowledge of the Venus financial system will be an added advantage.

**Responsibilities:** • Analyse and approve revenue recording processes referring to information detailed in supporting documentation and resolve deviations from procedures • Ensure proper closure of the financial system on a monthly basis • Provide support with regards to the consolidation of income transactional information to facilitate the production of financial statements • Prepare monthly revenue management reports • Interact with internal/external auditors and make available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of account receivable transactions • Provide guidance to personnel on the application of procedures • Reconcile daily receipts and banking • Facilitate allocation of direct payments to individual debtors accounts • Supervise the Senior Cashier and Cashiers • Ensure proper cash management.

## **SCM OFFICER (LOGISTICS & RISK MANAGEMENT)**

**Salary: R309 599.83 per annum (excluding benefits)**

**Requirements:** • A Bachelor's degree/National Diploma in Supply Chain Management/Purchasing/Logistics/Public Management qualification plus 2-3 years' experience in a procurement/supply chain management field • Computer literacy in Office applications • An in-depth understanding of supply chain management procedures and the application thereof.

**Responsibilities:** • Ensure compliance with SCM procedures and assist departments in submission of purchase and tender advert requests • Oversee the capturing and control of ordering of goods of the Municipality • Assist the SCM Manager in the compilation of bid documents • Ensure that monthly and SCM monthly and quarterly reports are compiled in terms of National Treasury Regulations to Council and relevant treasuries • Maintain the Suppliers Database • Form part of the Specification Committee and guide departments on formulation of specifications.

## **ACCOUNTANT: RECONCILIATIONS**

**Salary: R309 599.83 per annum (excluding benefits)**

**Requirements:** • A BCom degree or National Diploma in Accounting plus 2-3 years' relevant experience in financial management • The ability to understand, interpret and apply financial services, specifically policies governing financial reporting and analysis • Computer literate • Knowledge of the Venus financial system will be an added advantage.

**Responsibilities:** • Perform bank and VAT reconciliation of the institution • Plan and manage the budget • Receive budget estimates from departments and critically examine them for correctness, accuracy, completeness and conformance with established procedures, regulations, and municipal objectives • Study previous budgets, taking into consideration benefits and losses incurred during the previous financial years, due to budget planning • Be involved in financial systems and control • Apply and advise on processes as structured, measured set of activities designed to accomplish or produce specific outputs or objectives within budget planning and management, In-year Monitoring (YM) and reporting • Prepare departmental reports related to the budget • Assist with the compilation of annual financial statements.

## **SECURITY OFFICER (CORPORATE SERVICES)**

**Salary: R238 505.56 per annum (car and cellphone allowance applicable over and above standard municipal benefits)**

**Requirements:** • A Grade 12 certificate • Experience in criminal investigations • Report-writing skills • A Grade B Security qualification plus 3 years' supervisory experience • Registered with PSIRA • No criminal record • A driver's licence.

**Responsibilities:** • Manage and coordinate daily deployment of security officers to municipal sites • Manage contracts with private security services to ensure compliance • Coordinate all interdepartmental security operations with stakeholders • Conduct daily inspections, investigate security breaches with Management and advise Council on issues of security as well as conducting of prevention operations.

Interested individuals are kindly requested to apply in writing to the Municipal Manager, Lepelle-Nkumpi Local Municipality, Private Bag X07, Chuenespoort 0745. Applications 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 MV Muparutsa, tel. (015) 633-4533 or Mr CR Mphahlele, tel. (015) 633-4522.

**NB:** If you do not hear from us within 2 months of the closing date, please accept that your application was unsuccessful. Correspondence will be entered into with shortlisted 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:** 25 May 2018

***"Motho ke motho ka batho"***