



# 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 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

### TECHNICAL SERVICES DEPARTMENT

#### MANAGER: PROJECT MANAGEMENT UNIT

Salary: R737 288.85 per annum (Total cost to company) Three year contract.

**REQUIREMENTS:** Degree in Civil Engineering or equivalent at NQF Level 7. Professional Registration with the Engineering Council of South Africa (ECSA) or South African Council for the Project and Construction Management Professions (SACPCMP) will be an added advantage. Five (5) years' experience in Civil engineering of which three (3) years should be at Middle Management Level and 2 years in Project Leadership Level.

**KEY RESPONSIBILITIES:** Be responsible for management of the local infrastructure programme. Ensuring compliance with all applicable legislation, policies and conditions applicable to Municipal Infrastructure Grant (MIG). Coordinating regular progress meetings at municipal level and representation at National or District level. Be responsible for administration and financial management of MIG funds. Reviewing of programme performance by conducting cash flow viz actual expenditure reviews. Playing active role in Contract Administration by providing input for tender document's preparation, approval and award to ensure that project and related process are compliant with MIG. Reporting to funders and management by ensuring compilation and submission of monthly, quarterly, bi-annual, annual and adhoc reports to CoGHSTA. Monitoring and Evaluation of MIG programme by checking and seeing to it that the backlog studies, socio-economic impact assessments and environmental impact assessments of projects are undertaken. Communicating and liaising with the community in respect of project planning and implementation. Preparing work schedules and monitoring performance by using job descriptions and agreed performance standards. Holding the monthly meetings with the appointed Service Providers in order to track their performance.

#### TECHNICIAN: PROJECT MANAGEMENT UNIT (2)

Salary: R 460 204.57 (Total cost to company) Three year contract.

**REQUIREMENTS:** National Diploma in Civil Engineering or Project Management. 3 -5 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 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.

### OFFICE OF THE CHIEF FINANCIAL OFFICER

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

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

**REQUIREMENTS:** A University/Technikon graduate majoring 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 timely 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, Lepelle-Nkumpi Local Municipality, 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. CR 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: 29 March 2019**