



LEPELLE-NKUMPI LOCAL MUNICIPALITY

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.

LEPELLE-NKUMPI LOCAL MUNICIPALITY INVITES SUITABLY QUALIFIED APPLICANTS FOR THE FOLLOWING VACANT POSITION(S)

RE-ADVERTISEMENT

NB: ALL APPLICANTS THAT HAVE APPLIED BEFORE, ARE ENCOURAGED TO RE-APPLY

INFRASTRUCTURE AND DEVELOPMENT DEPARTMENT

MANAGER ELECTRICAL SERVICES (LEVEL 2)

Salary: **R766 654.44 per annum** (Excluding benefits) (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: The incumbent must be in possession of Grade 12 certificate, Degree in Electrical Engineering (Heavy Current) obtained through an accredited Training Institute - NQF level 7; Registered with the Engineering Council of South Africa as a Professional Technician; Code EB driver's license Must have at 4 - 6 years' experience.

RESPONSIBILITIES: Identifies with the immediate, short and long term objectives/ plans in respect of maintaining synergy between the outputs of the Electrical Services functionality and associated organizational function; Manages and controls the Key Performance Indicator's and outcomes of personnel; Prepares capital and operating estimates and controls expenditure against the approved budget allocations for the section; Manages the infrastructure required to support a service, now and into the future – including upgrading, new construction, renewal of old infrastructure, and the operations and maintenance of current and new infrastructure; Manages all the municipality electrical projects through their whole life cycle; Directs and controls the professional, technical and operational outcomes associated with the functions related to electrical network maintenance; Analyses and evaluates the scoping, award and deliverable phases of projects associated with the provision of Electricity Services to communities; Improve quality of service to customer from electricity service delivery perspective; Manage Electricity distribution losses to be within NERSA license condition required level; Manages specific administrative and reporting requirements associated with the key performance and result indicators of the functionality

SECRETARY (ADMINISTRATOR): PROJECT MANAGEMENT UNIT

Salary package: **R245 595.82**(Excluding benefits) cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: The incumbent must be in possession of a grade 12 Certificate, a Diploma in Office Administration / secretarial or equivalent plus a minimum of two (2) years in office administration or secretarial responsibilities. Experience in the PMU as administrator will serve as an advantage. Be computer literate. Possessed excellent typing skills. The ability to work under pressure. Experience in PMU and MIG MIS reporting system

RESPONSIBILITIES: Providing secretarial and administrative support function to the unit. Managing diary by advising the manager of appointments, screening of telephone calls and taking messages, typing reports and weekly schedules. Making travelling arrangements for the section. Performing reception duties by attending to visitors to the department and direct them to relevant officers. Monitoring the attendance register for the section as well as leave roaster. Typing reports, writing correspondence faxes. Processing requisition forms for submission to finance department for payment by checking and ensuring that sufficient funds are available and obtaining approval. Attend enquiries from the public both telephonically and in person. Projects data capturing and reporting in the MIG MIS System

TEAM LEADER (LEVEL 9)

Salary: R176 288,71 per annum (excluding benefits)

REQUIREMENTS: National Certificate Level 5 in Civil Engineering plus 1-year experience in construction of roads and maintenance. Must have code C1 driver's license plus PrDP. Must be in position to execute written instructions, organising and good interpersonal skills.

RESPONSIBILITIES: Supervise allocated team. Compile daily production records. Identify and quantify work. Driving staff to and from site. Submit prescribed reports to line function. Perform any reasonable task.

HANDYMAN (LEVEL 12)

Salary: R142 600,65 per annum (Excluding benefits)

REQUIREMENTS: The incumbent must be in possession of Grade 10 certificate, National Certificate in Plumbing/woodwork. Must be in position to execute written instructions. Code EB driver's license. Must have at least 6-12 months' experience in general building maintenance.

RESPONSIBILITIES: Repair defects and renovates interior / exterior building surfaces. Replacing damaged doors and locks, window frames and broken panes using hand held tools. Clearing blocked drainage and waste water systems using high pressure cleaning

Do maintenance need assessments and prepare cost estimate.

Perform basic repairs (e.g., wall damage, broken windows, pipe leakages).

Complete general maintenance and repair work. Follow workplace health and safety rules. Manage job cards, review daily tasks, and report on maintenance undertaken

GENERAL WORKER (2) (ELECTRICAL)

Salary: R142 600,65 (Excluding benefits)

REQUIREMENTS: Grade 10 / National Certificate (N3) in Electrical Engineering plus 12-18 months' experience in Electrical Engineering. Be in possession of a valid driver's license (Medium to Heavy Motor Vehicle) plus Professional Driving Permit (PrDP).

RESPONSIBILITIES: Perform the activities associated with the construction and installation of medium / low voltage electrical network. Laying cables and positioning supporting structures (poles). Perform activities and sequences associated with maintaining the functionality of medium / low voltage electrical reticulation and lighting system. Removing and replacing burnt out bulbs and missing cover plates protecting inspection points. Testing circuits and the functionality of new components using testing and fault detection equipment and communication outcomes to the immediate supervisor. Cleaning worksites, store equipment and tools and load materials prior to departure from work site. Physically loading materials and other products and guiding plant / equipment during hosting and placement.

GENERAL WORKER (ROADS AND STORMWATER) (LEVEL 12) X 10

Salary: R142 600,65 per annum (Excluding benefits)

REQUIREMENTS: The incumbent must have Grade 10 and good communication skills. plus 12-18 months' experience road and stormwater.

RESPONSIBILITIES: Providing assistant during road construction and stormwater maintenance activities. Loading and offloading of materials and other products. Cleaning the worksite, storing equipment and tools. Holding and guiding plant or equipment during the hoisting and placement

PLANNING AND LOCAL ECONOMIC DEVELOPMENT DEPARTMENT

INTERGRATED DEVELOPMENT AND PLANNING - OFFICER (LEVEL 4)

Salary: R 454 989,97 per annum (Excluding benefits) (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: A grade 12 certificate. National Diploma in Town and Regional Planning / Development Studies plus 2-3 years' experience in Development studies. Must have a valid driver's License. Must be computer literate.

RESPONSIBILITIES: Coordinates key requirements associated with the formulation and/ or review of the Intergrated Development Plan. Interacting with the local community structures and setting up consultative processes to foster understanding of local level development needs and priorities.

Disseminates functional and operational information on the immediate, short and long term objectives and, current developments, problems and constraints. Attend to the administrative recording, reporting and records keeping requirements / procedures. Formulating records of work in progress, notices and correspondence and enquires from the general public, Councillors and officials, referring to policies and resolutions of Council.

CORPORATE SERVICES DEPARTMENT.

MANAGER: COUNCIL SUPPORT (LEVEL 2)

Salary: **R766 654.44** per annum (Excluding benefits) (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade 12 plus B-Degree in public administration or equivalent qualifications and Minimum of five (5) years' experience at managerial level, Valid Code B driver's license.

RESPONSIBILITIES: Manage oversight and the implementation of council resolutions, programmes and plans consistent with policy, legislations, and the constitution. Scrutinize reports appearing in the agendas to verify accuracy and ensure that recommendations are well captured. Advise the Speaker, other full time Councillors and other role players regarding the provisions of applicable legislations, policies, Codes, and guidelines. Co-ordinate political appointments, activities, and meetings for the Speaker. Manage the administration and implementation of matters of community facilitation and liaison to ensure their participation in the Municipal governance. Compile reports. Coordinate office programs. Manage councillors' affairs and attend to community development workers (CDW) and ward committee's activities as well as coordination of public participation processes in the municipality. Do research to update the Office's knowledge data base, analysing and collating relevant information, facts and figures and submit same to the Speaker for scrutiny. Maintain a register for financial interest in respect of councillors. Identify designated staff responsibilities, authority, and personal performance measurement criteria. Develop the annual institutional calendar of the Municipality in order to enhance good governance. Compile and manage the budget of the unit. Map out initiatives and interventions necessary for the delivery of a professional and quality service with due consideration given to the needs of the targeted beneficiaries and priorities requiring attention Key Competencies: Excellent Computer skills (MSOffice package). Strong interpersonal and communication skills. Good knowledge of local government legislation. Ability to work on deadlines and under pressure. Maintain absolute confidentiality.

SECURITY OFFICER (LEVEL 5)

Salary: **R 350 509,32** per annum (Excluding benefits) (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade 12 Certificate. National Diploma in Security and Risk Management. Experience of 2-3 years within the field of Security and Risk Management. Must be in possession of a valid driver's license.

RESPONSIBILITIES: Conduct security analysis within the municipality including Municipal events. Plan the provision of security services (physical and information security) in collaboration with risk management, and recruit security guards or source security services contractors to carry out the tasks. Manage the service level agreement of security services contractors in collaboration with Supply Chain Management. Develop and ensure implementation of Security Services Standard Operating procedures (SOPs) in the municipality. Supervise and monitor the performance of the Security Officers. Plan and ensure execution of effective access control measures to all municipal premises. Check and investigate security risk and VIP protection in all municipal gatherings. Develop and implement internal security policy. Conduct security risk and threat assessment and security audit continuously. Develop and conduct security awareness programmes within the Municipality. Build and maintain professional and benchmarking relationship with SAPS, State Security Agency, and other government security establishment.

LABOUR RELATION OFFICER (LEVEL 5)

Salary: **R 350 509,32** per annum (Excluding benefits) Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade12 certificate plus National Diploma in Labour Relations / Human Resource

Management plus 2-3 years' experience in Labour Relation. Must be in possession of a valid driver's license.

RESPONSIBILITIES: Co-ordinate compliance and adherence to employee's relation. Facilitate dispute and grievance prevention processes. Facilitate disciplinary hearings and address complains in order to smooth relations between employer and employees within the Municipality and enhance employee satisfaction for improved productivity. Prepare and represent the Municipality in cases referred for conciliation and arbitration.

TRANSPORT CLERK (LEVEL 8)

Salary: **R213 017,17** (Excluding benefits) (cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade 12 Certificate plus National Certificate in Administration with minimum of 1-year experience in Fleet/Transport Management. Must have a valid driver's license. Must be computer literate with the knowledge of excel programme.

RESPONSIBILITIES: Render administration and utilization of municipal fleet. Update files with current and relevant information pertaining to the fleet administration activities. Complete the requisition form for stationery. Co-ordinate the delivery and pick-up of documentation by drivers. Conduct pre-trip inspection on vehicles, assisting the supervisor in compiling the repairs and maintenance report

DRIVER (LEVEL 10)

Salary: **R 160 326,69** (Excluding benefits)

REQUIREMENTS: Grade 12 Certificate plus Code C1 with PrDP and good communication skills.

RESPONSIBILITIES: Delivery of correspondence, mail and other items according to the planned destination schedule/route, checking vehicle condition and completing the checklist prior to departure and/ or reporting defects to the immediate superior, Receiving instructions/ work orders from the immediate superior and/ or communicating with the transport officer to establish details of tasks (vehicles, materials and personnel), inspecting safety devices, control, lubricant levels, etc. on vehicles and report defects to the immediate superior. Transporting personnel, material and equipment to/from specific locations. Keeps log book up to date for cost effective and responsible use of the municipality vehicle by recording mileage and destination in order to ensure responsibility.

REGISTRY CLERK (LEVEL 8)

Salary: **R 213 017,17** per annum (Excluding benefits)

REQUIREMENTS: Grade 12 Certificate plus National Certificate in Records Management / Public Management. Minimum of 1year relevant experience. Experience in the fields of paper-based and electronic records management will be added advantage. Must be computer literate.

RESPONSIBILITIES: Perform records management duties, filling of documents, capturing of records and applications, receiving and capturing of data, typing letters and memos. Collecting mail and parcels from the post office. Distributing mails to municipal offices.

OFFICE OF THE MUNICIPAL MANAGER

MANAGER - MUNICIPAL MANAGER'S OFFICE (LEVEL 2)

Salary: **R766 654,44** per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: B Degree in Public Administration / Public Management / LLB Degree. 5 years' experience of which 3 years must be at a supervisory level. Valid driver's license. Must be computer literate.

RESPONSIBILITIES: Facilitate the Executive Management meetings, co-ordinations the items to be included in the agenda and advice the Municipal Manager on the items submitted. Provide secretarial support to Executive Committee. Coordinate all the reports approved to be submitted to Council in consultation with relevant directorate. Coordinate the meetings between the Municipal Manager and the various stakeholders. Monitor and facilitate grievance escalated to Municipal Manager Office in liaison with the Strategic Business Unit (Human Resource or Labour Relations). Coordinate the MPAC questionnaire by facilitating and coordinating management responses and submit to Municipality Manager. Advice Executive Managers on the resolutions taken by Council and monitor the

implementation of those resolutions. Draft external and internal communication in liaison with Municipal Manager and communication unit. Scrutinize all the correspondence directed to the office of the municipal manager and advise the Municipal Manager accordingly. Analysing and interpreting international policies, issues, legislations as well as activities of municipality, business and organizations overseas. Direct and control the outcomes associated with utilization, productivity and performance of personnel within the department. Prepare capital and operating estimates and control expenditure against the approved budget allocations. Identify and define the immediate, short and long term objectives associated with the provision of Performance Management System.

INTERNAL AUDITOR (2) (LEVEL 5)

Salary: **R 350 509,35** per annum (Car allowance applicable over and above standard municipal benefits)

REQUIREMENTS: National Diploma in Internal Auditing/accounting, or equivalent. registered with a recognised profession will be added advantage. 2 to 3 years' relevant experience in Internal or External Auditing. Must be computer literate. Must have valid driver's licence.

RESPONSIBILITIES: Performing professional internal auditing work, including conducting Risk, performance, financial and compliance audit projects. Evaluating municipality's risk areas and provide recommendations. Performing audit procedures, including identifying and defining issues, developing criteria, reviewing documents. Developing and administration 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 legislations. Managing the implementation of audit investigative process. Performing audit related work emanating from the Audit Committee. Maintain all organisational and professional ethical standards.

PUBLIC PARTICIPATION OFFICER (LEVEL 5) (Fixed term contract linked to the term of the Office of the public office bearer).

Salary: **R 350 509,35** per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: National Diploma in Public Administration or equivalent. Must have 2-3 years' relevant experience. Be in possession of a driver's license.

RESPONSIBILITIES: Facilitate establishment of steering committee and run induction programmes, Co-ordinate capacity building and support to ward Committees. Monitor submission of Ward Committees monthly reports. Develop mechanisms to address community service delivery issues. Co-ordinate and facilitate communication to the relevant departments regarding the service delivery issues. Co-ordinate and facilitate all legislated public participation programmes in the municipality. Organize sector meetings and arrange logistics. Facilitate community empowerment / capacity building on matters relating to municipal governance. Monitor that draft policies and by-laws are distributed to all stakeholders. Report on performance relating to the annual work plans/SDBIP. Keep records of all department work for audit and administrative purposes.

COMMUNITY SERVICES DEPARTMENT

CHIEF TRAFFIC OFFICER (LEVEL 3)

Salary: **R512 271,73** per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade 12 Certificate plus Degree in Traffic Law Enforcement / Traffic Management / Bachelor of Policing Practices. Basic Traffic diploma. Registered as Traffic Officer. Computer Literacy. Valid Code B Driver's licence. A valid Code EC/ and A driver's license would be an advantage. Must have at least 5 years working experience as a Traffic Officer of which 3 years should be on a supervisory level.

RESPONSIBILITIES: Must be responsible for the management and coordination of municipal traffic service functions - Law enforcement traffic transgression and municipal by -laws. Plan and facilitate law enforcement operations and ensure that all traffic regulations and laws are effectively enforced. Be responsible for the execution and management, development, planning and design function with regard to the traffic management. Develop short, medium and long-term traffic law enforcement strategies. Conduct research and inspection and come with intervention initiatives in addressing the

expansion of traffic demands in line with the IDP of the Municipality. Develop and institute an effective reporting system in the section to aid Council in the management of the service delivery. Administering road accidents. Roads safety unit and supporting emergency and rescue personnel during major disasters. Managing and ensuring that any risk to public safety or contravention to traffic regulations and laws are identified and corrective measures enforced on offenders. Maintain effective and efficient stakeholders relations and ensure all general protocols, policy and procedures are adhered to. Manages and ensure all administrative sequences related to statutory documentation, registers and statistics are performed.

EXAMINER - DLTC (LEVEL 5)

SALARY: R350 509,35 per annum (Excluding benefits)

REQUIREMENTS: The incumbent must be in a possession of Grade 12 certificate, Diploma in Examiner Driving Licences Grade A. 1-2 years' experience in Driver's License Testing Centre practical testing experience on learners and driving licences. Must be computer literate. Must be have valid driver's license.

RESPONSIBILITIES: Renewal and downgrading of driving licences, eye –testing. Authorising, use of K53 testing method, confirming of learners and driving licence tests. Use of e-natis to enter test results. Test applicants for professional driving permit and of instructor's certificate. Handle public queries in terms of driving licencing testing.

MANAGEMENT REPRESENTATIVE DLTC AND VTS

Salary: **R454 989,97** per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: The incumbent must in possession of Grade 12 certificate. Diploma in Examiner of Driving Licenses Grade B and vehicle knowledge of e-natis. Driver's License Code EB. Certificate of evaluation of vehicle test station. 2-3 years' experience as testing officer.

RESPONSIBILITIES: Supervising Examiners. Maintain electronic bookings. Scheduling of Examiners diary. Controlling tests register and keep up to date with amendments. Preparing inspectorate reports. Ensure that standard of the testing station is in in accordance to the quality manual and the SABS code of practice 0126. Have full understanding of SANS 10216, Road Traffic Act 29 of 1989. Provisioning and requirements of National Roads Traffic Act 93 of 1996.

DRIVER OPERATOR

Salary: **R160 326,69** per annum (Excluding benefits)

REQUIREMENTS: The incumbent must at least have passed Grade 10. Must be able to read, write and calculate. Valid Code C driver's license and public driver's permit. 1-year experience will be an added advantage.

RESPONSIBILITIES: Driving the Compactor Truck from site to site collecting refuse from domestic, business and industrial. Proceeding to refuse dumping site. Taking care of the truck by inspecting the vehicle daily to ensure roadworthy and taking the vehicle for scheduled services. Ensuring that refuse from all premises are removed weekly or as instructed by Supervisor.

GENERAL WORKER - POUND (2) (LEVEL 12)

Salary: R142 600,65 per annum (excluding benefits)

REQUIREMENTS: The incumbent must be in possession of Grade 9 certificate/ABET level 4 plus basic numeracy and literacy skills. Relevant experience of at least 6 months.

RESPONSIBILITIES: Recording livestock impounded in a pound register. Provide full details of the stray animals and person who brought them to the pound. Performing daily duties of counting and feeding of animals, cleaning of kennels, trucks and ensuring the availability of water at all the times. Performing general maintenance of pound, report providing assistance during auctions of animals. Also to assist in loading impounded stray animals into the Cattle Pound Truck

GENERAL WORKER (3) (REFUSE REMOVAL) (LEVEL 12)

Salary: R142 600,65 per annum (Excluding benefits)

REQUIREMENTS: The incumbent must have Grade 9 certificate/ABET level 4 and basic numeracy and literacy skills

RESPONSIBILITIES: Inspecting loads of waste to be collected from residential, business and industrial sites. Separate and transport waste to landfill sites. Accurately determine and convey waste levels received / collected with landfill personnel. Perform any other related duties as instructed by Waste Management Officer.

BUDGET AND TREASURY DEPARTMENT

SECRETARY: CHIEF FINANCIAL OFFICER

Salary: R 245 595.82 (cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade 12 plus Office Administration/Secretarial Certificate, Computer Literacy-Office Applications. Minimum of 1-2 years' experience in office administration and/or as a secretary. Good interpersonal and communication skills

RESPONSIBILITIES: Provide secretarial support to the office of the Chief Financial Officer. Typing and filing of internal and external correspondence. Manage the diary of the Chief Financial Officer. Arrange and confirm appointments. Prepare the bookings, travelling and accommodation arrangements, Provide general office support function. Request stationary as and when required. Arrange departmental and external meetings for Chief Financial Officer. Attending to telephonic calls and visitors to Budget and Treasury services directorate. Recording details of enquires and messages in the absence of personnel.

SUPPLY CHAIN MANAGEMENT – OFFICER (LEVEL 4)

Salary: **R454 989,97** per annum (cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: Grade 12 plus Degree / National Diploma in Accounting / Procurement / Supply Chain Financial Management/ or relevant equivalent qualifications. Must have 2-3 years' relevant experience in Supply Chain Management.

RESPONSIBILITIES: Oversee the SCM support function for the municipality (Demand, Acquisition, and Disposal), Provide acquisition management by monitoring the database of vendors / supply for the purchase of goods and services, conducting analyses of procurement expenditure for preceding years. Compile monthly, quarterly and annually SCM reports and collaboration with the manager, assess SCIM to ensure that bid process is managed properly and executed, establish and maintain bid administrative procedure including bid specification and bid evaluation committee meetings, manage the safe keeping of SCM documents including proper filing. Management of contracts / service level agreement with bidders.

SCM OFFICER (LOGISTICS AND RISK MANAGEMENT) (LEVEL 4)

Salary: **R454 989,97** per annum (Cellphone allowance applicable over and above standard municipal benefits)

REQUIREMENTS: National Diploma in Supply Chain Management / Commerce /Logistics / Procurement; or equivalent. Must have certificate in Municipal Finance Management Programme plus 2 -3 years' experience in procurement / supply chain management field. Computer Literacy – Office Applications. In-depth understanding of supply chain management procedures and its application thereof within Public Service / Local Government.

RESPONSIBILITIES: Ensure compliance in SCM procedures and assists departments in submission of purchase and tender advert requests, Oversee the capturing and controlling of ordering of goods of the municipality. Assist the SCM Manager in the compilation of the 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 Suppliers database. Form part of the Specification Committee and guide departments on formulation of specifications.

ACCOUNTANT : BUDGET AND REPORTING (LEVEL 4)

Salary: **R454 989,97** per annum (Excluding benefits)

REQUIREMENTS: Grade 12 Certificate plus B. Com Degree/National Diploma in Accounting/Financial Management qualifications, B.Com Degree will be added as advantage. Minimum of 2- 3 years' relevant experience in financial management. Knowledge of Solar financial system will be an added advantage.

RESPONSIBILITIES: Ensuring timeous preparation and submission of statutory reports and overall financial reporting of the municipality in accordance with legislated and prescribed formats. Preparation and compilation of monthly, quarterly budget statements and mid-year assessments reports. Assist with preparation of quarterly and annual financial statements. Update investments and grants registers monthly. Receive budget estimates from departments and critically examine correctness, accuracy, completeness and alignment with the established procedures and standards. Perform any other duties assigned by the sectional manager.

ACCOUNTANT: RECONCILIATION (LEVEL 4)

Salary: **R454 989,97** (Excluding benefits)

REQUIREMENTS: Grade 12 Certificate plus National Diploma in Accounting/Financial Management qualifications. B.Com Degree will be added as advantage. Minimum of 2-3 years' relevant experience in financial management. Knowledge of Solar financial system will be an added advantage.

RESPONSIBILITIES: Preparation of monthly bank reconciliation and Value Added Tax(VAT) reconciliations. Ensure timeous submission of VAT returns. Perform monthly and year-end financial system closure. Clearing and reconciliation of suspense/control accounts. Gathering and analysing data for preparation of quarterly and annual financial statements. Perform any other duties assigned by the sectional manager.

FINANCIAL CLERK (LEVEL 8)

BUDGET AND FINANCIAL REPORTING

Salary: **R 213 017,17** per annum (Excluding benefits)

REQUIREMENTS: Grade 12 Certificate and certificate in Accounting, Financial Management. National Diploma / B.Com degree will be an added advantage. Minimum of 1-year relevant experience.

RESPONSIBILITIES: Prepare and capture journals on the financial system. File and maintain all financial records. Retrieve documents for internal and external audit purposes. Assist departments with confirmation of budgets. Assist the accountants with monthly reports. Perform any other duties assigned by the sectional manager.

FINANCIAL CLERK: SUPPLY CHAIN MANAGEMENT (LEVEL 8)

Salary: **R 213 017,17** per annum (Excluding benefits)

REQUIREMENTS: Grade 12 plus Certificate in Logistics/Computer. Must have 1-year relevant working experience.

RESPONSIBILITIES: Data Capturing of SCM information; Capturing of orders in the financial system; Capturing of suppliers in the database; Processing of purchase requisitions; Requesting quotations; Record keeping of SCM data.

FINANCIAL CLERK: SALARIES (LEVEL 8)

Salary: **R 213 017,17** (Excluding Benefits)

REQUIREMENTS: Grade 12 Certificate and certificate in Accounting, Financial Management. National Diploma / B. Com degree will be an added advantage. Minimum of 1-year relevant experience.

KEY RESPONSIBILITIES: Capturing salary and wage information for employees/ councillors; Send payment schedules/remittance for all third party and statutory payments, extracting and validating payroll reports. Reconciling statutory payments; Addressing queries related to deductions and allowances; Prepares journals and capture on the financial system. Retrieve documents for internal and external audit purposes. File and maintain all financial records. Perform any other duties assigned by the sectional manager.

MUNICIPAL FINANCE MANAGEMENT INTERNS: (5 POSTS)

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

REQUIREMENTS: A University / Technikon degree graduate majoring in Accounting / Auditing / Tax / Economics. Should not have been an intern anywhere else.

RESPONSIBILITIES: Gain training exposure in Expenditure, Budget, Revenue Management, Supply chain Management and internal audit sections. 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 candidates should forward a fully completed application forms indicating the positions they are applying for, a comprehensive CV, certified copies of qualifications and ID to the **Acting Municipal Manager Mr. Maphoru LD**, Lepelle-Nkumpi Local Municipality, Private Bag X 07, Chuenespoort, 0745 or hand-deliver applications at 170 BA Civic Centre, Lebowakgomo 0737 at the registry desk.

Application forms can be downloaded from LNM website or be collected at our offices. Faxed and E-mailed applications will not be considered. Enquiries should be directed to **Mphahlele RM at (015) 633 4530** or **Mphahlele CR at (015) 633 4522**. **Lepelle-Nkumpi Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender, and disability.**

Applicants from the designated groups are encouraged to apply. Lepelle-Nkumpi Local Municipality reserves the right to make appointments. If you do not hear from us 6 months after the closing date, kindly accept that your application was unsuccessful. Shortlisted candidate will undergo screening and vetting of their qualifications and criminal records.

FAXED AND E-MAIL APPLICATIONS ARE NOT ACCEPTABLE, LEPELLE-NKUMPI MUNICIPALITY IS AN EQUAL OPPORTUNITY EMPLOYER. People from the designated group are urged to apply.

CLOSING DATE: 12 MAY 2025