



LEPHALALE MUNICIPALITY

Lephalale is one of the fastest growing towns in Limpopo due to the presence of natural coal reserves, huge industrial expansion projects initiated by mainly coal mining processing and electricity generation. Suitably qualified persons who wish to take role in the development and exposure of the Municipality are hereby invited to apply for the following challenging positions:

1. POSITION: Legal Officer: L3

(Corporate Support Services: Legal Division)

Commencing salary: R485 340- R497 580 – R512 640 P/A

Requirements: LLB or equivalent qualification. Two (2) years' experience in local government administration Admission as an attorney and understanding of administrative law will be an added advantage.

KPA's Inter alia: Drafting of agreements. Legal opinions and legislation applicable on local government. To represent the Municipality before the CCMA/Bargaining Council. To ensure that steps taken by the Council & Officials comply with the relevant Legislation. To execute resolutions of the Exco & Council by inter alia drafting letters & legal documents. To give legal advice to all Directorates regarding drafting of agreements, legal opinions, and to provide legal support to all directorates including guidance with by laws.

2. POSITION: 3 x Financial Management Interns: (24 months contract)

(Budget & Treasury)

Commencing salary: R100 000 P/A

Requirements: Grade 12 & three (3) years National Diploma NQF L6 in Financial / Management/ Accounting/ Internal Audit. Computer literacy. Good communications skills. Preference will be given to unemployed graduates within the municipal boundaries.

KPA's Inter alia: The suitable candidates will inter alia perform the following duties: Assisting the Chief Financial Officer in preparing budgets and annual financial statements. Implementing Municipal Finance Management Act, GRAP and financial management reforms. Managing and monitoring capital and operational budgets. The successful candidates will be rotated in different sections of the Budget & Treasury to gain experiential training in different aspects of accounting.

3. POSITION: Senior Financial Clerk L6

(Budget & Treasury: SCM Division)

Commencing Salary: R342 972 – R360 540 – R378 864 P/A

Requirements: Grade 12. Diploma in Logistics/SCM or Financial Management. Two (2) years' experience within the Supply Chain Management environment. Code B driver's license. Good communication and Computer Literacy Skills.

KPA's inter alia: Liaise with Stores and various end user Department/Division to verify whether goods received are in line with order/specification.

Provide advice and tender documents to interested tenders on request. Provide secretarial function to bid specification and evaluation committee meetings. Implement strategic sourcing strategy as supplied by Seniors.

4. POSITION: Electrician: L6

(Infrastructure Services: Electrical Division)

Commencing Salary: R342 972- R360 540- R378 864 P/A

Incumbent will be required to undergo a H.T course.

Requirements: N3 qualification/Trade test or relevant equivalent qualification as an Electrician. Able to work with public. At least three (3) years' experience within the electrical environment. C1 driver's license. Experience in air conditioning will be an added advantage. Experience on and up to 22kv. Must be able to pass switching H.T. course.

KPA's inter alia: Prepare and monitor streetlights. Maintain switch gear and transformers. Constructs all new extensions to networks. Monitor electrical reticulations and networks.

5. POSITION: Superintendent: Water L4

(Infrastructure Services: Water Division)

Commencing Salary: R 439 572 –R450 516 – R461 952 P/A

(Plus travelling allowance of 1100 Km per month)

Requirements: Grade 12 & Trade test. A minimum of five (5) years' practical experience in water supply. Ability to plan, lead, organize and control staff. Knowledge of water pumps and environment. A valid Code B Driver license.

KPA's Inter alia: Plan and implement preventative maintenance. Prepare capital and operating budget estimates and control expenditure against the approved budget allocation. Monitoring and replacement of water lines and municipal building and other related projects implemented. Controlling maintenance and running of water pumps and networks. Carry out construction survey.

6. POSITION: Manager Traffic L2-1

(Social Services: Traffic Division)

Commencing Salary: R 522 732 –R551 208 – R610 632 P/A

(Plus travelling allowance of 950 Km per month)

Requirements: Grade 12 plus Diploma in Traffic management, or equivalent and registration as Traffic Officer. Code 1 driver's license. Five (5) years' relevant working experience of which three (3) years' is at supervisory level must have no criminal record. Computer literacy.

KPA's Inter alia: Management of the Traffic Division to ensure the effective and efficient utilization of resources. Drafting and overall management of divisional budget. Attend to execution of correspondence, council resolutions and related administrative matters. Planning and coordination of work and workflow in the division to ensure that work is performed according to the work plan to maintain proper control. Manage and coordinate municipal traffic service functions, law enforcement operations and ensure that all traffic regulations and laws are effectively enforced. Manage the development and implementation of the traffic management plan. Develop short, medium, and long-term traffic law enforcement strategies.

7. POSITION: Manager Parks

(Social Services: Sports and Recreational Division)

Commencing Salary: R 522 732 –R551 208 – R610 632 P/A

(Plus travelling allowance of 950 Km per month)

Requirements: Grade 12 plus a B-Degree/B-Tech relevant Horticulture or equivalent qualification. Code B driver's license. Five (5) years' experience in Parks and Recreational management of which three (3) years' experience must be in a supervisory level.

KPA's Inter alia: Management and supervision of staff component and perform administrative duties. Planning and management of the various activities of the division. Ensure proper management of divisional activities in accordance with the council's strategic objective. Manage the **arboretum**, nursery, and cemeteries. Responsible for functional parks, sport and recreation decisions regarding the provision of services.

8. POSITION: Senior Financial Clerk L6

(Budget & Treasury: Revenue Division)

Commencing Salary: R342 972 – R360 540– R378 864 P/A

Requirements: Grade 12. Diploma in Financial Management or equivalent qualification. Two (2) years' experience within the Revenue environment. Code B driver's license. Good communication and Computer Literacy Skills.

KPA's Inter alia: Reconcile the cash received by cashier with cash receipt in the financial system. Ensure completeness of revenue. Proper recording and tracing of unknown deposits. Banking for accuracy of revenue and compliance with MFMA . Responsible for smooth running of cash office

9. POSITION: Plumber L6

(Infrastructure: Sanitation Division)

Commencing Salary: R342 972 – R360 540 – R378 864 P/A

Requirements: Grade 10 plus trade test certificate. A valid code B driver's license. Three (3) years relevant experience in plumbing.

KPA's Inter alia: Installation, repair and maintenance of pipes valves and pumps. Implement safety regulation within the Division. Control and supervise workers.

10. POSITION: Financial System Specialist L3

(Budget and treasury: Financial Services Division)

Commencing Salary: R485 340– R497 580 – R512 640 P/A

Requirements: Grade 12 plus bachelor's degree in Commerce or equivalent valid Code B Driver's License. Three (3) years' experience in local finance environment of which three (3) years should be at supervisory level. Ability to analyze and interpret financial information, understanding the budget process and related activities and costing.

KPA's inter alia: Quality control work performed in the EMS Financial system, Treasury Regulations and Grap standards. Ensure that the financial system configuration of all EMS modules is in line with the standards. Coordinate the implementation of Mscoc modules. Scrutinizing and analysis of the Financial system data to ensure that budgeting, Transacting, and reporting is in line with required standards and take corrective action. Ensure that the budget approved by Council is loaded accurately in line with the latest SCOA charts and treasury circulars. Ensure that the financial statements have accurate information and annexures. To ensure that key responsibilities are identified, and appropriate procedures developed and implemented on approval to guide and direct compliance with current operational needs and standards.

11. POSITION: Road Marker L14A-14

(Social Services: Traffic Division)

Commencing Salary: R136 128– R137 748– R139 548 -R141 312 P/A

Requirements: Ability to read and write. Mental and Physical fitness.

KPA's Inter alia: Loading of tools and materials to site and off-loading after usage to the main offices. Painting road lines, stop sign, speed humps, parking lines for visibility within the Municipal boundaries. Ensure construction signage is visible to road users are safe and maintained.

12. POSITION: Accountant: Property Rates and clearances L4

(Budget and treasury services: Revenue Division)

Commencing Salary: R439 572– R450 516– R461 952 P/A

Requirements: Grade 12. National Diploma in Financial Management or equivalent qualification. Code B driver's license. Three (3) years' experience in Revenue division. Good communication and Computer literacy skills.

KPA's Inter alia: Ensure that all properties are billed all the relevant charges. To ensure that owners accounts are levied at the correct valuation, tariff, and category on the financial system as per GVR. Completeness of billing, customer care, proper record keeping of information. Maintain good relations and maintain staff moral within the section.

**13. POSITION: Manager Public Participation
(Strategic Services: Public Participation Division)
Commencing Salary: R 522 732 – R551 208 – R610 632 P/A
(Plus travelling allowance of 950 Km per month)**

Requirements: Grade 12 plus a B-Degree/B-Tech in developmental studies/Public administration. Five (5) years' experience in Social development of which three (3) years' experience must be in a supervisory position. Computer literacy. Human relation communication skills and conflicting handling skills. Ability to give attention to detail. High level of responsibility. Ability to work under pressure.

KPA's Inter alia: Coordinates procedural requirements pertaining to specific functional activities and developmental initiatives. Interacting with community-based structures to facilitate alignment of needs and priorities.

14. POSITION: Manager Electrical L2-1 (Re-advert: if you previously applied for this position, you are advised to re-apply)

**(Infrastructure services: Electrical division)
(Plus travelling allowance of 950 KM per month)
Commencing salary: R522 732 – R551 208 – R610 632 P/A**

Requirements: Degree/B-tech in Electrical engineering. Five (5) years' experience in Electrical environment of which three (3) years must be in supervisory level. Computer Literacy, communication skills, interpersonal skills and valid code B driver's license. ECSA registered professional engineer or technologist will be an added advantage.

KPA'S inter alia: Manage the Lephalale electricity services within delegated powers and responsibilities. Planning, organizing. Planning design and maintenance of Councils electrical networks. Responsible for sound utilization of allocated resources within the Electrical division. Advice on Electricity supply matters. Ensure that Council vision and strategies are achieved through co-operation and teamwork. Coordinate planning of new and upgrade of existing electrical networks by cost effective planning. Responsible for the electrical department to comply with the Occupational health and safety act. Responsible for safe and effective workforce, electrical services, electrical network and electrical supply.

15. POSITION: Manager Fleet and Workshop Management L2-1 (Re-advert: if you previously applied for this position, you are advised to re-apply)

**(Infrastructure services: Fleet management workshop division)
Commencing salary: R522 732 – R551 208 – R610 632 P/A
(Plus travelling allowance of 950 KM per month)**

Requirements: Degree/B-tech in Logistics or equivalent qualification. Five (5) years' experience of which three (3) years working experience must be in supervisory level. Computer Literacy, communication skills, interpersonal skills. Leadership skills. Sound understanding of Road Transport and related legislation and NOSA. Advanced knowledge and understanding fleet systems will be an added advantage. Valid code B driver's license.

KPA'S inter alia: Entire Workshop & Fleet management, Business management and initiatives. Monitor fleet utilization and provide advice on the appropriate initiatives to ensure optimization of fleet management. Fleet replacement and maintenance, Contract management and operational support. Review all vehicles orders received, confirming the vehicle requested in compliance with the company's requirements, and monitoring one-to-one vehicle replacement to control inventory levels. Manage processes and practices for fueling, maintenance assistance and vehicle accidents to keep costs down, retain higher remarket values and increase vehicle uptime. Access control, safeguarding of asset, maintenance of municipal asset.

16. POSITION: Manager: Sanitation L2-1: (Re-advert: if you previously applied for this position, you are advised to re-apply)

**(Infrastructure Services: Sanitation)
Commencing Salary: R522 732 – R 551 208 – R610 632 P/A
Plus travelling allowance of 950km per month**

Requirements: Degree / B-Tech Engineering in Civil/Chemical or Watercare. The incumbent will be expected to have sound knowledge of computer packages (Ms Word, Excel, Power Point etc). Good interpersonal relations, presentation, communication and organizational skills. Five (5) years' experience in water and sanitation working environment and of which three (3) years must be in supervisory position. Code B Driver's license.

KPA's Inter alia: Plan and implement preventative maintenance of water sewer reticulation networks. Manage, prepare and evaluate budgets for project and administration work associated with project implementation. Represent municipality on various forums and committees. Develop and oversee the implementation of service level agreement in the division. Management of the municipality's sanitation resources.

Closing Date: 28 April 2023

AK MAKHOLWA 014 762 1400

Application form that indicates the position that you are applying for, accompanied by comprehensive CV, originally certified copies of qualifications and ID, must be mailed to: Municipal Manager, Lephale Municipality, P/Bag X136 Lephale, 0555 or hand – delivered to Records Office Civic Centre Cnr Joe Slovo and Douwater, Onverwacht. Faxed or e-mailed applications and those without the relevant accompanying documents will be automatically disqualified. If you are not contacted within 90 days after the closing date, kindly consider your application as unsuccessful.

NB: Lephale Municipality is an affirmative action and equal opportunity employer and is committed to transformation. Lephale Municipality has the right to advertise and withdraw advertisement at any time without prejudice of anyone.

Date: 06/04/2023

Notice no: V8/2022/2023

Ref NO: 4/3/2/2/3/4/6


MM COCQUYT
Municipal Manager