



LEPHALALE MUNICIPALITY

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

1. POSITION: Admin Assistant L6

(Strategic Support Services)

Commencing salary: R315 900 – R332 076 R348 948 P/A

Requirements: ★ Grade 12. Diploma in Office Administration or equivalent qualification. Computer packages: MS Word, Excel and Power Point. Three (3) years administrative experience.

KPA'S: Inter alia: ★ Provide secretarial and administrative services to the Executive Manager: Strategic Support Services. Typing reports, correspondence and presentations. Performing receptionist and record keeping functions. Perusing of Council/Committee agenda/minutes of meetings and identifying which needs the immediate attention of the Executive Manager: Strategic Support Services.

2. POSITION: Contract Management Specialist L3

(Budget and Treasury: Supply Chain management

Commencing salary: R447 024 -R458 292- R472 164 P/A

(Travelling allowance of 1100km on a running scheme)

Requirements: ★ B-Tech/Degree in Engineering or equivalent qualification. Code B drivers license. Minimum of three (3) years experience in Contract management.

KPA's Inter alia: ★ Risk Evaluation and quality management during construction stage. Evaluation and risk assessment on contract conditions and tender documentation during the tender process phase. Co-ordination and co-operation with Project management and Divisional Managers during the pre-contract and post contract life cycle phases of the project. Provides contract administration. Provide support and advice on contract dispute resolution.

3. POSITION: 2x Customer Care Clerk L7

(Corporate Support Services: Admin & Secretariat Division)

Commencing salary: R265 632 – R279 288 – R293 280 – R308 184 P/A

Requirements: ★ Grade 12. Customer Care Certificate/Call Centre Certificate or equivalent qualification plus Computer literacy certificate. Communications, telephone etiquette and people orientation skills. One (1) year experience in customer care or call centre environment.

KPA's Inter alia: ★ Answering of complaints/queries related calls. Capturing complaints on the system. Issuing of job cards to the relevant Directorates/Division/standby officials. Make sure that the job card is fully completed and signed off by the Executive Manager of the relevant Directorates before captured in the system. Closing of complaints/queries.

4. POSITION: HR Assistant: L6

(Corporate Support Services: HR Division)

Commencing salary: R315 900 – R332 076 R348 948 P/A

Requirements: ★ Grade 12. Computer literacy Certificate. Five (5) years experience within the municipal environment with one (1) year experience using a HR Payday System. Communications, Interpersonal, Report writing and interpersonal skills. Code B Driver's License.

KPA's Inter alia: ★ Administration of system Payday, Assist employees with ESS (Employee Self Service), report any default to the ESS to the IT Department, Conduct awareness on the ESS, Registration of employees without tax numbers, Registration of new employees to

Department of Labour for UIF. Processing of UIF Claims.

5. POSITION: 2x Senior Security Officer: L5

(Office of the Municipal Manager: Protection Service Unit)

Commencing salary: R357 576 – R375 804 – R394 944 P/A

(Candidate will be subjected to security vetting by NIA)

Requirements: ★ Grade 12 plus five (5) years experience in safety and Security/National Diploma in Security Management or equivalent qualification with two (2) years experience. Ability to work independently and in a team. Good communication and interpersonal skills. Code B Driver's license. Knowledge of safety and security regulations.

KPA's Inter alia: ★ Conduct preliminary investigation at incident scene, which includes presentation of evidence and identification of witness. Conduct patrol on municipal sites by foot and vehicle. Provide evidence and identification of witness. Conduct patrol on municipal sites by foot and vehicle. Provide ad-hoc security support to Lephalale Municipality Councilors, Executive Managers eg. escort duties. Enforce security regulations in accordance with prescribed policies and standard operating procedures. Perform security surveillance through the CCTV system. Carrying out regular vulnerability surveys, identifying risk and recommending improvements. Liaising with external security role players and attending safety and security forums.

6. POSITION: 5x: Learnership (Traffic)

(Social Services: Traffic Division)

Commencing salary: R100 000 P/A

(Candidates will be vetted for criminal records background)

Requirements: ★ Grade 12 and B driver's license.

KPA's Inter alia: ★ Attending classes on a daily basis at Traffic College chosen by the Municipality. Conduct observation and assist with point duties in Town during school holidays.

7. POSITION: Internal Audit: L4

(Office of the Municipal Manager: Internal Audit Division)

Commencing salary: R404 868 – R414 948 -R425 484 P/A

Requirements: ★ B com/ND: Internal Audit or relevant equivalent qualification. Three years (3) relevant experience. A code B driver's license.

KPA's Inter alia: ★ Plan and survey client operations to determine risks and the effective control of the audit matters. Prepare audit objectives and scope. Determine the audit procedures to be used by developing the internal audit program. Allocate resources for the completion of the audit. Present the audit result to clients, Audit Department and Management. Determines whether reports, working papers and budget analysis are properly completed and filed at the completion of the audit.

8. POSITION: 1 x Cleaner L14A - 14

(Social Services: Library Division (Marapong)

Commencing salary: R125 376 - R126 876 - R128 532 - R130 152 P/A

Requirements:★ Physical fitness to perform duties of cleaning attached to the position.

KP's inter alia:★ will: Responsible for the cleaning and maintenance of the offices and municipal buildings on a regular basis

9. POSITION: 2x Machine Operator: L14

(Social Services: Parks Division)

Commencing salary: R128 532 - R130 152 P/A

Requirements:★Ability to read and write. Mental and physical fitness. Ability to work under pressure.

KPA's Inter alia:★Cutting of grass at parks, open spaces, cemetery and municipal buildings. Spraying of pesticides, herbicides onto grass at parks, open spaces, cemetery and municipal buildings. Ensure safe keeping and maintenance of machinery and equipment

10. POSITION: 5 x Labourer L14A - 14

(Social Services: Parks)

Commencing salary: R125 376 - R126 876 - R128 532 - R130 152 P/A

Requirements: ★ Ability to read and write. Mental and physical fitness.

KPA's inter alia: ★ will: Clean and maintenance of parks and Council gardens. Installing irrigation system and extermination of intruding plants. Planting trees, grass and shrubs. Cleaning of storage area and vehicles within the Division.

11. POSITION: 1x Operator Gr 4 L12

(Social Services: Parks)

Commencing salary: R143 676 – R147 504 – R151 848 – R156 384 P/A

Requirements: ★ Code C1 drivers license plus PDrP. Ability to read and write.

KPA's inter alia: ★ Transporting of work tools, equipment and personnel to and from sites.

12. POSITION: 2x Waste Coordinator L7

(Social Services: Waste Division)

Commencing salary: R265 632 – R279 288 – R293 280 – R308 184 P/A

Requirements: ★ Grade 12 plus five (5) years experience within the Waste Management Division or Grade 10 plus ten (10) years experience within the waste Division, Code B Drivers license.

KPA's Inter alia: ★ Coordinate waste management activities including refuse removal and waste disposal at the villages, supervise and monitor waste management personnel. Conduct community cleanup campaign and waste education.

13. POSITION: 5x Refuse Remover: L14A - 14

(Social Services: Waste Division)

Commencing salary: R125 376 - R126 876 - R128 532 - R130 152 P/A

Requirements: ★ Mental and physical fitness. Ability to read and write.

KPA's Inter alia: ★ Removes all refuse bags from the sidewalks, Street and pavements. Loading of rubbish bags into a truck.

14. POSITION: 2x Street Cleaner: L14

(Social Services: Waste Division)

Commencing salary: R125 376 - R126 876 - R128 532 - R130 152 P/A

Requirements: ★ Mental and physical fitness. Ability to read and write.

KPA's Inter alia: ★ Maintenance of a clean municipal area.

15. POSITION: Senior Road Marker L9

(Social Services: Traffic)

Commencing salary: R194 868 – R202 212 – R210 048 – R218 916 P/A

Requirements: ★ Grade 10. Five (5) years experience as a Road Marker. Code B drivers license with PDP. Good communication skills.

KPA's Inter alia: ★ Measure and draw-up broken and barrier lines. Detect when or where to put up Traffic sign. Supervisors fellow colleagues. Ordering materials.

16. POSITION: ISD Manager L2 - 1

(Infrastructure Services)

Commencing salary: R481 464 – R507 684 – R562 428 P/A

(Travelling allowance of 950 on a fixed Scheme)

Requirements: ★ National Diploma in Public Management or equivalent qualification. Five (5) years experience within ISD Division of which three (3) years must be at supervisory level. Code B drivers license. Communication, People Orientation, project management skills.

KPA's Inter alia: ★ Coordinate community related events for Technical Service Department projects such as the project launch, project handover etc. Coordinate meetings, interact directly with Tribunal Authority on matters relating to Infrastructure Services.

Disseminates functional and operational information on the immediate, short and long term objectives and current development problems and constraints. Establishes requirements and

aligns functional processes and applications pertaining to the institutional and Social Developments requirements as it relates to projects. Manage and supervise service providers appointed.

17. POSITION: Clerk Gr 1 L7

(Infrastructure Services: Water: Witpoort)

Commencing salary: R265 632 – R279 288 – R293 280 – R308 184 P/A

Requirements: ★ Grade 12. Computer literacy. 2 years clerical experience. Code B drivers license.

KPA's Inter alia: ★ Providing HR services to Mokuruanyane and witpoort satellite offices e.g Capturing and Selling of leave days, changing of banking details, handling of death and funeral claims, ordering and capturing request for materials and supply.

18. POSITION: Special Workman L7

(Infrastructure Services: Water: Witpoort)

Commencing salary: R265 632 – R279 288 – R293 280 – R308 184 P/A

Requirements: ★ Trade test in Plumbing. Code B driver's license. Communication skills, good interpersonal skills and supervisory skills. One (1) year experience within the water sanitation Division.

KPA'S inter alia: ★ Undertake inspection of reservoirs and pump station to establish water supply levels. Undertake inspection of water meter installation on private property. Ordering of materials for maintenance work.

19. POSITION: 3x Operator Gr 3 L11

(Infrastructure Services: Water)

Commencing salary: R158 352-R163 212 – R167 748 -R171 180 P/A

Requirements: ★ Grade 12. Code EC Drivers license and professional driving permit. Minimum of two (2) years driving experience. Certificate of operating a water tank truck. Advanced driving skills will be an added advantage.

KPA's Inter alia: ★ Delivery of water to various villages, informal settlements, as and when required to funerals and other facilities in the Municipal area, cleaning and disinfection of water truck tankers for contamination, operation and servicing of water pumps and PTO for abstraction of water and refilling of JoJo tanks and other storage facilities, compile, complete and update delivery logbook, schedule. Report defects on storage facilities.

20. POSITION: 4x Artisan Assistant L13

(Infrastructure Services: Water)

Commencing salary: R134 628 – R138 624 – R142 212 P/A

Requirements: ★ Grade 10 or equivalent qualification. Code B driver's license. Experience within the Municipal environment will be an added advantage.

KPA's inter alia: ★ Repairing and installation of pipes, metres and valves. Delivering of water services within the municipal boundary

21. POSITION: 1x Labour L14A - 14

(Infrastructure Services: Water)

Commencing salary: R125 376 - R126 876 - R128 532 - R130 152 P/A

Requirements: ★ Mental and physical fitness. Ability to read and write.

KPA's Inter alia: ★ Extension and connection of sewer pipes, maintain water and sewer reticulations, lay pipes in trenches, removal of sand and other waste material from pump station

22. POSITION: Control Instrumentation Technical Assistant L5

(Infrastructure Services: Sanitation)

Commencing salary: R357 576 – R375 804 – R394 944 P/A

(Travelling allowance of 1100 on a running scheme)

Requirements: ★ National Diploma Electrical (Light Current) Engineering or equivalent qualification. 2 years technical knowledge. Computer literacy. Ability to read and interpret

telemetric system. Registration with a professional body will be an added advantage. Code B drivers license.

KPA's Inter alia: ★ Maintain and control sewer infrastructure assets. Conduct research and preventative maintenance. Planning and design of sewer infrastructure, Monitor and maintain electrical faults in the WWTW and Pump station panels. Monitor the functioning of Telemetric System at all times in reporting actual data.

23. POSITION: 1x Labour L14A - 14

(Infrastructure Services: Sanitation)

Commencing salary: R125 376 - R126 876 - R128 532 - R130 152 P/A

Requirements: ★ Ability to write and read. Mental and physical fitness.

KPA'S INTER ALIA: ★ Digging trenches and backfilling of trenches. Laying of pipe. Replacing and servicing of pumps. Unblocking sewer manholes and pipelines.

24. POSITION: 1x Sewerage Plant operator L14

(Infrastructure Services: Sanitation)

Commencing salary: R128 532 - R130 152 P/A

Requirements: ★ Grade 10 plus wastewater treatment certificate.

Ability to write and read. Mental and physical fitness. One (1) year experience in wastewater treatment works.

KPA'S INTER ALIA: ★ Daily operation and maintenance of the wastewater treatment. Testing water PH, TDD and determining chlorine gas inflow. Carries out cleaning services of sewer purification works and terrain.

25. POSITION: 4x Labourer: L14a-14

(Infrastructure Service: Public Works Division)

Commencing salary: R125 376 - R126 876 - R128 532 - R130 152 P/A

Requirements: ★ Ability to write and read. Mental and physical fitness.

KPA's Inter alia: ★ Provide brick laying and painting functions Provide carpentry assistant to the Carpenter. Maintenance of storm water and drainage system. Patching of potholes. Maintenance of buildings.

26. POSITION: 1x Artisan Assistant L13

(Infrastructure Services: Electrical/Mechanical)

Commencing salary: R134 628 – R138 624 – R142 212 P/A

Requirements: ★ Grade 10 or relevant equivalent qualification. A valid Code B Driver's license. Ability to read and write. Experience within the Municipal environment will be an added advantage.

KPA's inter alia: ★ Assists the Mechanic unit in the execution of duties. Provide assistance to Artisan Mechanic in maintenance and repairs of vehicles and machines. Ensure safety in the workshop. Complete minor vehicle services under supervision

27. POSITION: 1x Labour L14A - 14

(Infrastructure Services: Electrical/Mechanical)

Commencing salary: R125 376 - R126 876 - R128 532 - R130 152 P/A

Requirements: ★ Ability to write and read. Mental and physical fitness.

KPA'S inter alia: ★ Digging trenches. Folding and unfolding HT an LT cables. Cleaning and removing weeds and grass from sub-stations. Erecting poles and installing cables.

Closing Date: 09/07/2021

Enquiries: AK MAKHOLWA 014 763 2193

Application form or covering letter that indicate the position that you are applying for, accompanied by comprehensive CV, originally certified copies of qualifications and ID, must be mailed to: **Municipal Manager, Lephalale Municipality, P/Bag X136 Lephalale, 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.

Lephalale Municipality has the right to advertise and withdraw an advert at any time without prejudice to anyone.

NB: Lephalale Municipality is an affirmative action and equal opportunity employer and is committed to transformation.

Date: 11/06/2021

Notice no.: V1/2020/2021

Ref NO: 4/3/2/1,2,4,6,8,10,11


MM COCQUYT
Municipal Manager