



## 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: Manager Admin & Secretariat L2 - 1**

**(Corporate Support Services: Admin & Secretariat Division)**

**Commencing salary: R584 016– R615 828 – R682 224 and other benefits**

**Travelling allowance of 950 km**

**Requirements:** B Degree/B - Tech in Public Administration/Law. Five (5) years' experience in Administration of which three (3) years is at supervisory level. Council/records management/facilities experience will be an added advantage. Code B drivers license.

**KPA's Inter alia:** Co-ordination of council meetings. Management of facilities and customer care unit. Manage manual/computerized system to electronically rotate, circulate, control and monitor documents management. Oversee the implementation and maintenance of all council's registers.

**2. Position: Manager Legal Services L2 - 1**

**(Corporate Support Services: Legal Division)**

**Commencing salary: R584 016– R615 828 – R682 224 and other benefits**

**Travelling allowance of 950 km**

**Requirements:** LLB Degree or equivalent qualification. Code B drivers license. Five (5) years' relevant experience in the legal field of which three (3) years should be at a supervisory level.

**KPA's Inter alia:** Provide strategic advice to the Municipality ensuring adherence to applicable legislation and ensure enforcement of policies and procedures. Monitor that the Municipality complies with all relevant legislation and updates any changes. Provide legal advice or legal opinions to the Municipality relating to Stakeholders. Review and coordinate the approach towards litigation. Interpretation of any legal documents on legal implication and make recommendations.

**3. Position: Manager Asset L2 - 1**

**(Budget & Treasury: Asset Division)**

**Commencing salary: R584 016– R615 828 – R682 224 and other benefits**

**Travelling allowance of 950 km**

**Requirements:** B Degree/B-Tech in Accounting or equivalent qualification. Five (5) years' experience in asset management of which three (3) years is at supervisory level. Code B drivers license. Municipal Finance Management programme certificate will be an added advantage.

**KPA's Inter alia:** Manage the asset verification process and ensure alignment to the asset register. Determine the life cycle of assets and ensure procedures are in place to maximize the life cycle of assets. Manage the decommissioning of assets to ensure proper disposal. Prepare maintenance plans for immovable assets aligned to the strategic asset management plan. Management of the municipality's insurance portfolio in respect of immovable assets.

**4. Position: Secretary of the Speaker L6 (Public Office Bearers)**

**(Strategic Support Services: Public Participation Division)**

**Commencing salary: R383 172 – R402 804 - R423 288 and other benefits**

**(Fixed term contract linked to the term of Office of the Speaker)**

**Requirements:** Grade 12. Secretarial Diploma or equivalent qualification. Computer literacy (Word, Excel, Power point etc.). One (1) year relevant experience.

**KPA's Inter alia:** Provide full secretarial and administrative support to the office of the Speaker and provide ad hoc secretarial function for full-time Councilors. Respond to all incoming and outgoing telephone calls. Make travel arrangements for the Speaker. Attend and minute all meetings and

arrange for distribution of minutes. Maintain diary and arrange appointments. Provide Customer Service to members of the public.

**5. Position: Supply Chain Management Officer L3: re-advert (if you have previously applied for this position you are advised to reapply)**

**(Budget & Treasury: SCM Division)**

**Commencing salary: R542 244– R555 912– R572 748 and other benefits**

**Requirements:** B Degree/B-Tech in Accounting or equivalent qualification. Three (3) years' experience in financial management. Good communication and negotiations Skills. Code B drivers license.

**KPA's Inter alia:** Establish and maintain a demand management system. Compile reports on recommended service providers. Placement of Bid notices, Responsible for administration pertaining to bidding process.

**6. Position: Payroll Clerk L7**

**(Budget & Treasury: Expenditure Division)**

**Commencing salary: R322 224– R338 784– R355 740 - R373 836 and other benefits**

**Requirements:** Grade 12. National certificate: Financial management or equivalent qualification. One (1) year experience in finance.

**KPA's Inter alia:** Co-ordinate and process payroll activities. Prepare pensioners payment file. Attend to third party and employee enquiries. Implementation of child maintenance court orders. Maintenance and safekeeping of payroll files.

**7. Position: Senior Licensing Officer L5 (Phalala RA)**

**(Social Services: Licensing & Registration Authority Division)**

**Commencing salary: R433 740– R455 844– R479 076 and other benefits**

**Requirements:** National Diploma in Transport Management or equivalent qualification. Knowledge of National Traffic Information System. Computer Literacy. Three (3) years' experience in licensing as a cashier or licensing supervisor. Code B drivers license.

**KPA's Inter alia:** Monitor activities of the Registering Authority regarding registration and licensing of motor vehicles, applications and issuing of learners, driving licenses, professional driving permits and related transactions. Supervision of subordinates. Daily reconciliation and banking of monies generated by registering authority personnel. Attend to customer complaints and concerns.

**8. Position: Examiner L7**

**(Social Services: Licensing & Registration Authority Division)**

**Commencing salary: R322 224– R338 784– R355 740 - R373 836 and other benefits**

**Requirements:** Grade 12. Diploma for Examiner of Driving Licenses Grade A. Drivers license EC & Code A driver's license. Two (2) years' experience as Examiner of driving licensing.

**KPA's Inter alia:** Conduct eye test for applicants for learners, driving license and Professional Driving permits. Examine applicants for learners' licenses. Authorization of professional driving permits.

**9. Position: Manager: Water L2 - 1**

**(Infrastructure Services: Water Division)**

**Commencing salary: R584 016– R615 828 – R682 224 and other benefits**

**Travelling allowance of 950 km**

**Requirements:** BSc/BTech Water and Sanitation or equivalent qualification. Five (5) years' experience in water treatment and operations of which three (3) years is at supervisory level. Code B drivers license. Must have excellent knowledge of Blue Drop System and conduct audits.

**KPA's Inter alia:** Management of the division through planning, organizing, leading, control and activation of operations and resources. Budget preparation, management of allocated resources. Attending projects site meetings. Ensuring Quality control. Conducting site visits/meetings to ensure compliance. Project identification, initiation and compiling business plans for new projects.

**10. Position: 4x General Worker L14 A - 14 (2x town and 2x Witpoort)**

**(Infrastructure Services: Water Division)**

**Commencing salary: R152 088– R153 900– R155 904 – R 157 884 and other benefits**

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

**KPA's Inter alia:** Dig trenches and fit material and meter to new housing connections. Remove damaged pipe sections and replace them with new pipes.

**11. Position: Operator G3 L12**

**(Infrastructure Services: Water Division)**

**Commencing salary: R174 276– R178 920 – R184 200 – R 189 696 and other benefits**

**Requirements:** Grade 10. Drivers license code 14 with PDrP. Two (2) years' driving experience.

**KPA's Inter alia:** Deliver water to urban and rural areas. Operate pump machine. Spray dust on the road.

**12. Position: Plumber L6**

**(Infrastructure Services: Water Division)**

**Commencing salary: R383 172 – R402 804 - R423 288 and other benefits**

**Requirements:** Grade 12. Trade Test in plumbing. Code C1 drivers license. Computer literary certificate. Two (2) years' experience in plumbing.

**KPA's Inter alia:** Replacement of water meters. Installing geysers. Repair and replace damaged pipes. Fault finding on the pipe system.

**13. Position: Special Workman L7**

**(Infrastructure Services: Public Works Division)**

**Commencing salary: R322 224– R338 784– R355 740 - R373 836 and other benefits**

**Requirements:** Grade 12/N3 Civil Engineering. Three (3) years' relevant experience.

**KPA's Inter alia:** Supervision and monitoring all road works. Installation of culverts. Transporting workers, tools and materials.

**14. Position: Process Controller L8**

**(Infrastructure Services: Sanitation Division)**

**Commencing salary: R270 900 – R282 300 – R294 504 - R 307 800 and other benefits**

**Requirements:** Grade 12/N3 Wastewater Treatment Practice. C1 Drivers license. Three (3) years' experience in wastewater treatment works.

**KPA's Inter alia:** Analyze water results to ensure process control standard. Chemical dosing of pumps verification for irregularities. Verifications of inflow, outflow and level of dams. Operate and maintenance of maturation ponds. Monitoring and greasing of pumps and motors.

**15. Position: 3x Sewerage Plant Operator L14**

**(Infrastructure Services: Sanitation Division)**

**Commencing salary: R155 904 – R 157 884 and other benefits**

**Requirements:** Grade 12/N3 Wastewater Treatment Practice. One (1) year experience in wastewater treatment works.

**KPA's Inter alia:** Desludging of tanks. Operating and maintenance of maturation ponds. Cleaning of screen and grit removal. Checking chemical dosing pumps for irregularities.

**16. Position: Plumber L6**

**(Infrastructure Services: Sanitation Division)**

**Commencing salary: R383 172 – R402 804 - R423 288 and other benefits**

**Requirements:** Grade 12/N3. Trade Test in plumbing. Code C1 drivers license. Two (2) years' experience in plumbing.

**KPA's Inter alia:** Performing routine maintenance on sewer reticulation network and pumpstation. Conduct daily inspection of pumpstation. Assist the Superintendent with planned maintenance programme activities.

**17. Position: 1x Sewerage Maintenance Controller L8**

**(Infrastructure Services: Sanitation Division)**

**Commencing salary: R270 900 – R282 300 – R294 504 - R 307 800 and other benefits**

**Requirements:** Grade 10. Code C1 with PDrP. Three (3) years' experience in wastewater treatment works. Ability to operate a honey-sucker truck will be an added advantage.

**KPA's Inter alia:** Performing routine maintenance on sewer reticulation network and pumpstation. Unblocking sewer lines. Performing preventative maintenance on pumpstation. Assisting Plumbers with planned maintenance programme activities.

**18. Position: 2x General Worker L14 A - 14**

**(Infrastructure Services: Sanitation Division)**

**Commencing salary: R152 088– R153 900– R155 904 – R 157 884 and other benefits**

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

**KPA's Inter alia:** Removal of rags from screens and pumps. Cleaning of pumpstation. Housekeeping of material and equipment.

**19. Position: Traffic Officer L7**

**(Social Services: Traffic Division)**

**Commencing salary: R322 224– R338 784– R355 740 - R373 836 and other benefits**

**Requirements:** Grade 12. Traffic Officers Basic Diploma. Registration as a Traffic Officer. No criminal record. Three (3) years' operational experience in traffic management.

**KPA's Inter alia:** Conduct stop and check on motor vehicles. Issue notices (Section 56 and 34). Speed and alcohol law enforcement. Attend road traffic accidents. Provision of traffic escort.

**20. Position: Mechanic L6**

**(Infrastructure Services: Fleet & Workshop Division)**

**Commencing salary: R383 172 – R402 804 - R423 288 and other benefits**

**Requirements:** Grade 12/Motor mechanic N3/Diesel Mechanic. Trade test Motor Mechanic. Code C1 drivers license. Two (2) years relevant experience.

**KPA's Inter alia:** Service, assemble and repair vehicles and machinery. Routine repairs and maintenance of broken heavy-duty machinery. Replacement of new parts.

**21. Position: 2x Electrician L6**

**(Infrastructure Services: Electrical Division)**

**Commencing salary: R383 172 – R402 804 - R423 288 and other benefits**

**Requirements:** Grade 12/N3: Electrical Engineering. Trade Test: Electrical. Wiremen license certificate will be an added advantage. Code C1 drivers license. Two (2) years' experience in electrical services.

**KPA's Inter alia:** Carry out routine electrical maintenance on distribution kiosk, substation, overhead lines, water and sewerage pump station. Perform HV/MV switching. Supervise and assist with the laying of electrical cables during upgrading works. Construction and maintenance of overhead distribution lines. Installation and maintenance of household, business and industrial meter connections.

**22. Position: Fleet Data Capture L7**

**(Infrastructure Services: Fleet and Management Workshop Division)**

**Commencing salary: R322 224 – R338 784 – R355 740 - R373 836 and other benefits**

**Requirements:** Grade 12 and three (3) years relevant experience

**KPA's Inter alia:** Schedule vehicle maintenance. Closing maintenance and fuel accounts. Keeping log of accidents and general statistical information on accidents. Liaising with the relevant department on issuing of the license disc and micro dot. Booking service for vehicles.

**Closing Date: 22/04/2025**

**Enquiries: RALUPFUMO RM 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, 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.

**NB: Lephalale Municipality is an affirmative action and equal opportunity employer and is committed to transformation. Lephalale Municipality has the right to advertise or withdraw an advertisement at anytime without prejudice to anyone. Applicants with highest levels of personal integrity will be considered and appropriate pre-employment screening processes are obligatory for consideration in any post.**

Date: 25/03/2025  
Notice no: V9/2024/2025  
Ref NO: 4/3/2/1/3/6/10



**NOGILANA-RAPHELA F.P**  
**Acting Municipal Manager**

