



## **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: Supervisor Cleaner L13**

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

**Commencing salary: R 139 344 – R 143 472 – R 147 192**

**Requirements:** Grade 10/Abet L3. At least two (2) years relevant experience.

**KPA's Inter alia:** Perform supervisory and administrative duties. Organize manpower according to the plan of action. Carry out site inspections. Ensure that subordinates adhere to safety regulations and are equipped with safety equipment and protective clothing while performing cleaning functions.

**2. POSITION: Council Support Officer: L5**

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

**(Plus travelling allowance of 1100 KM per month)**

**Commencing salary: R 370 092 -R388 956 – R408 768**

**Requirements:** Post-Matric qualification in Public Administration/ Municipal administration or NQF equivalent qualification plus two (2) years' experience in Community development or Matric (Grade 12) plus five (5) years' experience in Community development. Computer Literacy -MS Office applications. A valid Code B driver's license.

**KPA's Inter alia:** Co-ordinates specific logistical and procedural, requirements associated with councilors meetings. Communicating with office Bearers to establish items for inclusion on the agenda and the submission of investigational / general reports and proposals supporting agenda items. Communication with internal department and/ or external service providers in respect of the catering requirements and/ or stationery and equipment needed for specific sessions. Provide secretarial support to various Committee sittings within Lephalale boundary.

**3. POSITION: Mechanic: L6**

**(Infrastructure Services: Electrical/Mechanical Division)**

**Commencing Salary: R 326 952 – R 343 704 – R 361 164**

**Requirements:** Grade 10/Motor Mechanic N2 /Diesel Mechanic N2. Trade Test Motor Mechanic. A valid Code C1 Drivers license. At least two (2) years relevant experience.

**KPA's Inter alia:** Maintenance and repair work on all municipal vehicles, lawn mowers, machinery, power tools and mechanical equipment's.

**4. POSITION: Buyer L4**

**(Supply Chain Management Division: Budget and Treasury)**

**Commencing Salary: R 419 040 – R 429 468 - R 440 376)**

**(Plus Travelling Allowance of 1100 KM per month)**

**Requirements:** Three (3) year National Diploma in Financial Management / Accounting or equivalent qualification. Three (3) years' experience in Financial management of which 2 years must be in Supply chain management. A valid Code 8 driver's license and own transport. Registration with CIPS will be an added advantage.

**KPA's inter alia:** Communicate and negotiate with suppliers on new/existing products on the

market to minimize costs. Receive requisitions from Directorate and issue order numbers for procurement of goods and services. Sourcing quotations in accordance with guidelines stipulated in the procurement policy. Oversee the ordering and issuing of stock items. Conduct stock taking.

**5. POSITION: Driver of the Mayor L6 (Appointment linked to term of office of the Mayor or whichever comes first)**

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

**Commencing salary: R 326 952 - R 343 704 – R 361 164**

**Requirements:** Grade 10. Code B driver's license and professional driving permit. Minimum of two years driving experience. Advance driving skills will be an added advantage.

**KPA's Inter alia:** Identifying locations, venue & establish routes before embarking on a trip. Consideration of risk and safety aspects of a trip. Interact with protection and external departments and security services in respect of high-profile functions in order to comprehend safety instructions and contingency plans in cases of emergency.

**6. POSITION: Secretary of the Mayor L6 (Appointment linked to term of office the Mayor or whichever comes first)**

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

**Commencing salary: R 326 952 - R 343 704 – R 361 164**

**Requirements:** Grade 12. Computer literacy (Word, Excel, Power point etc). Secretarial course will be an added advantage.

**KPA's Inter alia:** Assists with the arrangement of Municipal events and projects in the office of the Mayor. Perform administrative duties. Maintain and improve effective communication between the public and the Municipality and to promote the interest of the Municipality.

**7. POSITION: Secretary of the Speaker L6 (Appointment linked to term of office of the Speaker or whichever comes first)**

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

**Commencing salary: R 326 952 - R 343 704 – R 361 164**

**Requirements:** Grade 12. Computer literacy (Word, Excel, Power point etc.) Secretarial courses will be an added advantage.

**KPA's Inter alia:** Provide a full secretarial and administrative support to the office of the Speaker and provide ad hoc secretarial function for full-time Councilors. Screen and respond to all incoming and outgoing telephone calls and take action as appropriate. Make all travel arrangements for the Speaker. Attend and minute all meetings and arrange for distribution of the minutes. Maintain diary and arrange appointments. Provide Customer Service to members of the public.

**8. POSITION: Truck Operator Gr 4: L12**

**(Social Services: Parks Division)**

**Commencing salary: R 148 704 – R 152 664– R 157 164 – R 161 856**

**Requirements:** Code C1 Driver's license plus PDrp. Ability to read and write.

**KPA's Inter alia:** Transporting of work personnel, tools and equipment to perform sites. Operating loader. Transporting and overseeing the dumping of garbage to landfill sites.

**9. POSITION: Communication Officer L5**

**(Strategic Support Services: Communication Division)**

**Commencing salary: R 370 092 – R388 956 -R408 768**

**(Plus travelling allowance of 750km per month)**

**requirements:** National diploma communication and/ or Media studies or Relevant equivalent qualification. Computer literacy. Organizational and liaison skills. At least two (2) years working experience in Communication or Media environment. Code B driver's license.

**KPA's Inter alia:** Serves as Communication link between Community (Rural and Urban) and Council. Liaise with all Directorates in the Municipality. Media Liaison: Prepares media statements for publication and respond to media queries. Develop and implement communication strategy. Coordinate and manage content for municipal newsletter. Initiate and manage municipal social media platforms. Write speeches for the Mayor.

**10. 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: R498 312 – R 525 456 – R 582 108 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.

**11. POSITION: Manager: Administration and Secretariat L2-1: (Re-advert: if you previously applied for this position, you are advised to re-apply)**

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

**Commencing Salary: R498 312 – R 525 456 – R 582 108 p/a**

**Plus travelling allowance of 950km per month**

**Requirements:** Degree/B-Tech in Public Administration or equivalent company secretariat qualification (CIS/LLB) plus five (5) years secretariat experience of which three (3) years is at supervisory level i.e., EXCO, Council, Council Committee, Executive management and committee meeting co-ordination, administration and secretariat services. Valid Code B drivers license. Willingness to work irregular hours as and when required.

**KPA's Inter alia:** Manage secretariat function and other secretariat activities. Ensure that the secretariat division provides an effective and efficient service to all EXCO/Council Committees and other Governance structures and within the prescribed timelines. Keep abreast and monitor the legislative developments, corporate governance standards and advise the committee on developments. Managing of fleet, records and municipal facilities.

**12. POSITION: Accountant L4**

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

**Commencing Salary: R 419 040 – R 429 468 - R 440 376)**

**Requirements:** National Diploma: Accounting or equivalent qualification. Three (3) years' experience in financial management. Valid Code B driver's license. Computer literacy. Knowledge of GRAP and other financial related legislations. Good communication and interpersonal relations.

**KPA's Inter alia:** Monthly reconciliation of creditors control account and creditors age analysis, monthly vat reconciliation, loan register reconciliation, review and approval of payment vouchers. Retention register reconciliation.

**13. POSITION: Clerk Gr 1 L7**

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

**Commencing Salary: R274 932 – R289 068 – R303 540 – R318 972)**

**Requirements:** Grade 12. Computer Literacy. Experience as a Cashier. Knowledge of E-NATIS system will be an added advantage.

**KPA's Inter alia:** Registration and licensing of motor vehicles. Application and issuing of learners and driver's license. Application and issuing of roadworthy certificates, special and temporary permits.

**14. POSITION: Senior Licensing Officer L5  
(Social Services: Licensing Authority Division)**

**Commencing Salary: R 370 092 -R388 956 – R408 768)**

**Requirements:** Grade 12. Computer Literacy. 5 years' experience as Licensing Cashier, Registration as ENATIS Officer, NATIS end user's course and Natis roadworthy/motor vehicle course. Valid Code B driver's license.

**KPA's Inter alia:** Management and supervision of staff. Liaise and correspond with public, attorneys, insurance companies and vehicle dealers regarding complaints and enquiries. Maintain security of ENATIS system, provide adequate backup system on security tapes, maintain a comprehensive error logging and technical diary/register. Controlling daily financial responsibility in terms of money received, balancing, validating and prepare banking of cash.

**15. POSITION: Risk Officer L4  
(Office of the Municipal Manager: Risk Division)**

**Commencing Salary: R 419 040 – R 429 468 - R 440 376)**

**Requirements:** National Diploma: Accounting/Risk Management/Auditing or equivalent qualification. Three (3) years' experience of which two (2) years must be in risk management/Internal Audit unit. Valid Code B driver's license. Computer literacy. Good interpersonal relations, Strong public Administration, communication, facilitation, Presentation and report writing skills.

**KPA's Inter alia:** Coordinate risk analysis, policies, strategy and framework. Facilitate the implementation of risk management plans in accordance with established practices and standards. Provide support in coordination of the risk management committee meetings and forums. Provide administrative support of the security risk assessment reports including development of risk tolerance levels as alerts to management.

**Closing Date: 20/05/2022**

**Enquiries: RALUPFUMO MR 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: **Munic@Lephalale.gov.za, Municipal Manager, Lephalale Municipality, P/Bag X136 Lephalale, 0555 or hand – delivered to Records Office Civic Centre Cnr Joe Slovo and Douwater, Onverwacht.** Application without 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**

**Date: 22/04/2022  
Notice no: V7/2021/2022  
Ref NO: 1/2/3/4/10/11**

  
**MM COCQUYT**  
**Municipal Manager**