



# LEPELLE-NKUMPI LOCAL MUNICIPALITY

[www.lepelle-nkumpi.gov.za](http://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.

**THE FOLLOWING VACANT POSTS EXISTS FOR FILLING BY SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES INTERNALLY AND EXTERNALLY**

## **INFRASTRUCTURE AND DEVELOPMENT**

### **MANAGER: PROJECT MANAGEMENT UNIT (CONTRACT)**

Salary: R 954 712.61 per annum (Total cost to company) Three years contract.

**REQUIREMENTS:** Degree in Civil Engineering plus professional Registration with the Engineering Council of South Africa (ECSA). Must have valid driver's licence Must be computer literate. Five(5) years' experience in civil engineering of which 3 should be at senior engineering level and 2 years in Managerial or Project leadership level.

**KEY RESPONSIBILITIES:** Be responsible for management of the local infrastructure programme. Ensuring compliance with all applicable legislation, policies and conditions applicable to Municipal Infrastructure Grant (MIG). Coordinating regular progress meetings at municipal level and representation at national or district level. Be responsible for administration and financial management of MIG funds. Reviewing of programme performance by conducting cash flow viz actual expenditure reviews. Playing active role in contract administration by providing input for tender document's preparation, approval and award to ensure that project and related process are complaint with MIG. Reporting to funders and management by ensuring compilation and submission of monthly, quarterly, bi-annual, annual and adhoc reports to DPLG. Monitoring and evaluation of MIG programme by checking and seeing to it that the backlog studies, socio-economic impact assessments and environmental impact assessments of projects are undertaken. Communicating and liaising with the community in respect of project planning and implementation. Preparing work schedules and monitoring performance by using job descriptions and agreed performance standards.

### **TECHNICIAN: PROJECT MANAGEMENT UNIT (2) (CONTRACT)**

Salary: R 595 917.21 (Total cost to company) Three years contract.

**REQUIREMENTS:** National Diploma in Civil Engineering or Project Management. Must have minimum of 2 years' experience in Project Management. Knowledge of Local Government System. Must have valid driver's licence. Registration with ECSA or Project Management related Professional Bodies will serve as an added advantage. Must be computer literate.

**RESPONSIBILITIES:** Technical support and evaluation of proposed projects in alignment with the respective municipal IDPs and the regional and provincial growth and development plans. Project-management of the labour-intensive projects in line with the EPWP framework and the related reporting requirements. Arrange regular project progress meetings. Ensure compliance of all legal aspects and conditions, required from the different spheres of government. Conduct site visits / meetings to ensure compliance to business plan conditions. Manage cash flows and committed project expenditure. Verify payment certificates and preparation of monthly payment schedule documentation. Maintain project performance data on national database. Assist with other related municipal infrastructure programmes. Audit and administer the monthly claims and expenditure.

### **TECHNICIAN: PROJECT MANAGEMENT UNIT (PERMANENT) (LEVEL 5)**

Salary: R 330 458.78 per annum (Car and cellphone allowance applicable over and above Standard municipal benefits)

**REQUIREMENTS:** National Diploma in Civil Engineering or Project Management. 2 years' experience in Project Management. Knowledge of Local Government System. Must have valid driver's licence.

Registration with ECSA or Project Management related Professional Bodies will serve as an added advantage. Must be computer literate.

**RESPONSIBILITIES** Technical support and evaluation of proposed projects in alignment with the respective municipal IDPs and the regional and provincial growth and development plans. Project-management of the labour-intensive projects in line with the EPWP framework and the related reporting requirements. Arrange regular project progress meetings. Ensure compliance of all legal aspects and conditions, required from the different spheres of government. Conduct site visits / meetings to ensure compliance to business plan conditions. Manage cash flows and committed project expenditure. Verify payment certificates and preparation of monthly payment schedule documentation. Maintain project performance data on national database. Assist with other related municipal infrastructure programmes. Audit and administer the monthly claims and expenditure.

### **ELECTRICAL TECHNICIAN (LEVEL 5)**

**SALARY:** R 330 458.78 per annum (car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** National Diploma in Electrical Engineering plus a valid driver's licence. Must be computer literate. Must have 2 years relevant experience in field of electrical services.

**RESPONSIBILITIES:** Conducting planned and periodical inspection as and when required on electrical network and system. Attend to enquiries and complaints received from the public and liaise with the public in this regard. Conducting investigations and gather information to draft a construction plan and continuously update according to construction needs. Responsible for quality control during all phases of the work including the issuing of variation orders and corrective procedures on site. Determine position of new service and upgrade services on site according to approved engineering drawings. Provide support in the drafting of service level agreements and obtain engineering services contributions from developers and stand owners. Maintain staff discipline in accordance with Municipal codes and procedures.

### **TEAM LEADER (LEVEL 9)**

Salary: R 166 204.27 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: R 134 443.30 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 2 years' 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

## **PLANNING AND LED**

### **BUILDING INSPECTOR (LEVEL 5)**

Salary: R 330 458.78 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** National Diploma in Civil Engineering / Building Science. Must be computer literate. Must have a valid driver's licence. Must have 2 years' relevant experience.

**RESPONSIBILITIES:** Conducting physical building inspection in accordance with National Building Regulations. Visiting all work-sites and conduct routine inspections to ensure that there are no illegal construction. Issue notice for unauthorized building works. Scrutinising building plans to ensure that plans are approved or turned down in accordance with the relevant laws. Liaise with the public for building

control matters on plan fees, building lines, and progress on plans, encroachments applications and general enquiries. Update records of all building works completed for the valuation process.

#### **DEEDS OFFICER (LEVEL 4)**

Salary R 428 962.66 (excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate plus National Diploma in Property Management / Real Estate. National Diploma in Property Management. Minimum of 2 years relevant experience. Must have valid driver's licence and be computer literate.

**RESPONSIBILITIES:** Research on suitable properties as per municipal property requirements. Assist in the administration of the municipal land sales. Administering lease agreement of Municipality land to meet request, generate revenue and ensure optimal use of land. Administering donation of Municipal land to ensure local economic development. Comply with policies and procedures relating to holding of property (GIAMA). Administering street and park closures to ensure optimal use of land. Assist in administering illegal occupation of land to ensure controlled, orderly and safe environment. Perform administrative duties by updating records register and keeping of all relevant documents.

### **CORPORATE SERVICES**

#### **HUMAN RESOURCE CLERK (Provisioning and Utilisation) (LEVEL 8)**

Salary: R 200 831.71 per annum (excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate plus National Certificate in Human Resource Management. Minimum of 1 year experience in Human Resource field. Must be computer literate.

**RESPONSIBILITIES:** Conducting all administrative function with regards to recruitment and selection processes; conducting orientation of newly appointed employees. Create personal files for new employee. Provides administrative support with regards to processing employees remuneration and deductions (salary inputs); Maintain proper leave management within the institution. Perform handling of correspondence and records keeping.

#### **HUMAN RESOURCE CLERK (Benefits Administration) (LEVEL 8)**

Salary: R 200 831.71 per annum (excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate plus National Certificate in Human Resource Management. Minimum of 1 year experience in Human Resource field. Must be computer literate.

**RESPONSIBILITIES:** Administer employees benefits, Receive completed membership application forms from employees (medical aid, pension fund and third parties). Administer changes of membership as per employee request. Facilitate workshops and presentation to create awareness on benefits option or changes for staff members. Monitor the distribution of pension statements to staff within the allocated time frame.

#### **TRANSPORT CLERK (LEVEL 8)**

Salary: R 200 831.71 (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 151 155.34 (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 200 831.71 per annum (excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate plus National Certificate in Records Management / Public Management. Minimum of 1 year relevant experience. Must be computer literate.

**RESPONSIBILITIES:** Perform records management duties, filing 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.

### **PHOTOCOPY – OPERATOR (2) (LEVEL 12)**

Salary: R 134 443.30 per annum (excluding benefits)

**REQUIREMENTS:** The incumbent must be in possession of Grade 10 certificate. Must be in a position to execute written instructions, Organising skills and good interpersonal skills. Must have at least 6 months experience in operating photocopier machine.

**RESPONSIBILITIES:** Provide a photocopy and mass reproduction service for the municipality. Assist council support office during the preparation and packaging of documents to serve in a council meeting. Provide a faxing services to the municipality.

### **GENERAL WORKER (LEVEL 12)**

Salary: R 134 443.30 (excluding benefits)

**REQUIREMENTS:** Grade 7 / ABET Level 3. Experience of at least 6 months relevant experience and Good communication skills.

**RESPONSIBILITIES:** Clean all grounds around municipal premises, paved and unpaved areas. Clean all tools and equipment used in the cleaning duties, namely wheelbarrows, waste trolleys, vehicles, etc. Safeguard and look after all consumable material or cleaning aids used in the process. Carry out numerous garden duties, such as soil cultivation, digging, weeding, watering, edging, pruning, bed preparation and plating. Carry out lawn maintenance and cultivation. Use cylinder and rotary mowers, trimmers and leaf blowers. Empty litter bins around designated municipal sites. Perform any other reasonable task assigned by the supervisor

## **OFFICE OF THE MUNICIPAL MANAGER**

### **MANAGER - MUNICIPAL MANAGER'S OFFICE (LEVEL 2)**

Salary: R 722 798.69 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 advice 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.

### **CHIEF RISK OFFICER (LEVEL 2)**

Salary: R 722 798.69 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** Bachelor Degree in Risk Management or Internal Auditing. Must have valid driver's licence Must be computer literate. Five (5) years' relevant experience of which 3 years should be at supervisory level.

**KEY RESPONSIBILITIES:** Formulate and implement risk management policies and procedures; develop a risk profile and an annual strategic plan.; coordinate risk management initiatives and align resources to achieve set strategic objectives; identify and manage the municipality's response to Strategic Risk Initiatives; Facilitate the process of reviewing risk management policy and strategy framework; Manage and oversee risk management activities in accordance with the legislative standards and requirements. Develop risk management guidelines and checklist; develop evaluating systems for monitoring the municipality's business risks; recommend risk management interventions and actions to management; identify risk gaps and design appropriate control measures; Provide operational reports and manage stakeholder relationship; manage and coordinate the development and implementation of anti-fraud and corruption strategy.

### **INTERNAL AUDITOR (2) (LEVEL 5)**

Salary: R 330 458.76 per annum (Car allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** Degree/National Diploma in Internal Auditing/accounting plus two (2) years' experience in Internal Auditing. Must be computer literate. Must have valid driver's licence.

**RESPONSIBILITIES:** Performing professional internal auditing work, including conducting 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.

### **DRIVER – TO THE SPEAKER**

Salary: R150 904.18 per annum (excluding clothing allowance, cellphone and data allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** Grade 12, valid Code B Driver's license, Five (5) years driving experience. Advance driving certificate will serve as an added advantage. Knowledge of Municipal jurisdictions, the required personal attributes are honesty and integrity, Presentation skills, good verbal communication skills, must have ability to work under pressure whilst paying attention to details.

**RESPONSIBILITIES:** Provide drivers/ chauffeur services and personal protection to the speaker on all duties of the Council. Perform any other duties as assigned by the principals.

## **COMMUNITY SERVICES DEPARTMENT**

### **CHIEF TRAFFIC OFFICER (LEVEL 3)**

Salary: R 482 967.67 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** **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.

#### **TRAFFIC OFFICER (LEVEL 5)**

**SALARY:** R 330 458.76 per annum (Car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** Traffic Diploma plus 1 - 2 years' work experience as Traffic Officer as well as an in depth knowledge and understanding of traffic and safety issues; Must be computer literate and in possession of a valid driver's license.

**RESPONSIBILITIES:** Ensure that an adequate traffic control function is provided by patrolling the road; arranging and controlling traffic; taking responsibility for scholar patrols; safeguarding collision areas; identifying and reporting problem areas and shortcomings in the existing infrastructure regarding the traffic flow; prosecuting trespassers according to relevant legislation; Collaborate with other law enforcement officials by: setting speed traps to enforce speed limits; escorting vehicles as required. Respond to all emergencies, incidents and complaints; perform any other reasonable task.

#### **EXAMINER - DLTC (LEVEL 5)**

**SALARY:** R 330 458.76 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.

#### **GENERAL WORKER - POUND (2) (LEVEL 12)**

**SALARY:** R 134 443.30 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 (4) (REFUSE REMOVAL) (LEVEL 12)**

**SALARY:** R 134 443.30 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.

### **MANAGER - SUPPLY CHAIN MANAGEMENT (LEVEL 2)**

**SALARY:** R 722 798.69 per annum (car and cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** Grade 12 Certificate plus B Degree / B. Tech in Commerce or equivalent and minimum 3 years' experience in Supply Chain Management within the public services sector. Must be computer literate. Must have valid driver's license.

**RESPONSIBILITIES:** Must have people management skills and be able to execute and resolve internal and external audit queries. Development and implementation of audit action plans. Ability to implement useful, irregular, fruitless and wasteful reduction strategy and non-occurrence of further uifw. Develop and implement supply chain management strategy and plan in line with Municipality's strategy. Develop and implement supply chain management policies, processes and procedures. Manage the implementation of the relevant supply chain systems, infrastructure and management systems. Monitor all processes of supply chain management including the functionality of Bid committees. Develop Supply Chain management reports in accordance with prescribed legislative framework. Determine and monitor overall stock levels for the municipality. Oversee the demand, acquisition, disposal, and logistics management of the municipality. Develop measures to monitor application and compliance to supply chain policies by business units, reports directly to the Chief Financial Officer.

### **SUPPLY CHAIN MANAGEMENT – OFFICER (LEVEL 4)**

**Salary:** R 428 962.66 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. Must have valid driver's license.

**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:** R 428 962.66 per annum (cellphone allowance applicable over and above standard municipal benefits)

**REQUIREMENTS:** National Diploma in Supply Chain Management / Commerce / equivalent. Must have certificate in Municipal Finance Management Programme plus 2 -3 years' experience in procurement / supply chain management field. Computer Literacy – Office Applications. Must have valid driver's license. 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 SALARIES (LEVEL 4)**

**Salary:** R 428 962.66 per annum (Excluding Benefits)

**REQUIREMENTS:** National Diploma in Accounting / Auditing / Cost and Management Accounting. Computer Literacy, 2-3 years of experience within payroll administration.

**RESPONSIBILITIES:** Review capturing of payroll related inputs and supporting documents for correctness and completeness. Monitor that the payroll system runs in accordance with the required standards. Post

employee costs from payroll system to the financial system monthly. Send payment schedules to third parties and salary advices to employees. Reconcile control accounts and statutory payments monthly. Reconcile taxes biannually with South African Revenue Services and produce IRP5s. Safekeeping and maintaining of payroll source documents and respond to external and internal queries relating to payroll.

### **ACCOUNTANT RECONCILIATION**

Salary: R 428 962.66 (excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate plus National Diploma in Accounting, Financial Management or relevant / equivalent qualifications. Minimum of 2-3 years relevant experience in financial reporting.

**RESPONSIBILITIES:** Compile capital reports and reconciliation with general ledger votes; Approve all modifications, amendments or changes made by the supervisor on the system;; Rectify votes by writing the necessary journals, Compile commitment register, Compile VAT returns and make payments, Balance suspense account, Compile VAT reconciliation, Assist the supervisor with monthly general ledger reconciliation and interface, Coordinate closure of financial system (month/year end) and ensure that reports are checked, verified and balanced on the system. Controlling and verification of creditor payment vouchers

### **SENIOR CASHIER (LEVEL 7)**

Salary: R 231 546.72 per annum (excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate plus National Certificate in Accounting. Minimum of 2 years relevant experience in revenue collection unit. Computer literacy. A post Matric qualification in the field of commerce will serve as an added advantage.

**RESPONSIBILITIES:** verify that all payments received are correctly receipted, safely kept and banked. monitoring that all payments are in relation to the approved council tariffs and that are allocated to the correct vote line items of the approved budget; performing the balancing of transactions on a daily basis and ensure that the supporting documents are available when needed; supervising of cashiers on their daily duties; monitors that the handling of cash is performed in accordance to the approved revenue internal control procedures; investigating all the unknown direct bank deposit and ensure that they are correctly allocated. Compile daily collection reports; provide reports on all the deviations with respect to cash shortages and surpluses; Perform filing of all documents in relation to the collection of funds from the public; Printing audit trail of transactions; attending to audit findings and providing information as required by the auditors; compile monthly and quarterly receipts reports; attending to all queries and enquiries related to receipting and allocations.

### **FINANCIAL CLERK (LEVEL 8)**

#### **BUDGET AND FINANCIAL REPORTING**

Salary: R 200 831.71 per annum (excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate and National Certificate in Accounting, Financial Management or relevant / equivalent qualifications. Minimum of 1 year relevant experience. Must be computer literate.

**RESPONSIBILITIES:** Coordinate and control sequences associated with the verification and provision of information related to financial records, prepare documents and reports, maintaining financial records according to MFMA.

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Interested individuals are kindly requested to apply in writing to the Municipal Manager, MA Monyepao, Private Bag X 07 Chuenespoort 0745. Applications must be accompanied by a covering letter stating the discipline in which the applicant is applying for, an updated curriculum vitae and certified copies of qualifications.

All enquiries must be directed Mr. CR Mphahlele (015) 633 4500 and Ms. RM Mphahlele (015) 633 4600

NB: If you do not hear from us within two months after the closing date please, accept that your application was unsuccessful and correspondence will be entered into with short listed candidates only.

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

**CLOSING DATE: 30 OCTOBER 2023**