

Lepelle Northern Water (LNW) is a Water Board established in terms of Water Services Act No 108 of 1997 as a bulk water supply and related water services provider, operating several water purification works and wastewater treatment schemes in the Limpopo Province.

VACANCIES

APPLICATIONS ARE HEREBY INVITED FOR THE FOLLOWING VACANCIES: -

DEPARTMENT: CORPORATE SERVICES

INFORMATION COMMUNICATION & TECHNOLOGY APPLICATION SPECIALIST

(REF No. HRM/15/24)

LOCATION: HEAD OFFICE

MINIMUM SALARY: R824 693.95 per annum on a D-Lower Paterson Broadband (All inclusive)

Minimum Job Requirements: A Bachelor's Degree in Information Communication & Technology or Computer Engineering with at least 5 years working experience in Information Communication & Technology environment of which 3 years should be at supervisory level. Knowledge of SAP, VIP, Wonderware and Citrix would be an added advantage. A valid driver's license is a prerequisite.

Competencies: ♦ Problem solving and critical analytical skills ♦ ICT User Skills ♦ Interpersonal and consultative skills ♦ Good Communication Skills ♦ Good planning, organizing, presentation and report writing skills ♦ Ability to work under pressure with minimal supervision.

Key Responsibilities: Reporting to the ICT Manager, the incumbent will be responsible for the implementation, development, maintenance and management of all application systems and software components for the organization in support of the Lepelle Northern Water's vision, mission and strategic objectives ♦ Contribute to both ICT Strategy and Operational Plan on

systems and application of key critical activities ♦ Enhance the implementation of project management principles for the section ♦ Develop and implement systems/applications, policies and standard operating procedure manuals ♦ Manage and Maintain Systems/Applications Enterprise Architecture (EA) ♦ Manage backup and restore procedures to minimize the risk of information loss or damage ♦ Maintains and monitors the operational efficiency and effectiveness of the SAP ERP and SCADA system ♦ Maintains and monitors software components of the network to ensure operational effectiveness and efficiency ♦ Assessing the stability, security, and scalability of installed systems ♦ Installing and upgrading systems and servers ♦ Ensure effective technical support to staff and back-end system users ♦ Ensure the review system error logs and user-reported errors ♦ Ensure the management of user management access ♦ Develop technical specifications for upgrades of ICT infrastructure Applications ♦ Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions ♦ Effective management of direct reports ♦ Ensure adherence to health, safety and environmental regulations, policies and procedures

DEPARTMENT: FINANCE

ACCOUNTANT (REF NO. HRM/16/24)

LOCATION: HEAD OFFICE

MINIMUM SALARY: R688 796.25 per annum on a C-Upper Paterson Broadband (All inclusive)

Minimum Job Requirements: National Diploma or Bachelor Degree in Accounting/Financial Accounting or Accounting Science coupled with 4 years related experience in expenditure, creditors and payroll management of which 2 years should be at a supervisory level. A valid driver's license is a pre-requisite. Registration with relevant professional body will be advantageous.

Competencies Required: ♦ must be computer literate (MS Word, MS Excel, MS PowerPoint etc.) ♦ Excellent Organizational and Time Management skills ♦ Strong business ethics ♦ Service delivery innovations ♦ ability to communicate effectively at all levels ♦ good presentation skills ♦ report writing skills ♦ ability to work under pressure and beyond normal working hours.

Key Responsibilities: - Reporting to the Senior Financial Accountant, the incumbent will be responsible for: ♦ Recording and monitoring all expenses incurred by the organisation ♦ Ensuring accuracy and completeness of financial records related to expenditure ♦ Analysing expenditure trends and variances ♦ Managing account payable processes, including invoice verification, approval and payment ♦ Reconciling vendors statements and resolving discrepancies ♦ Assist in budget preparation and expense forecasting ♦ Calculating and processing employees' salaries, bonuses and deductions ♦ preparation of provision for 13th cheque bonus , leave and performance bonus calculations ♦ Ensuring compliance with tax regulations and employment law ♦ Reconciling payroll accounts and preparing payroll-related reports ♦ Assisting in expenditure, creditors and payroll audits and preparation of financial reports ♦ Ensures compliance with all LNW's policies and procedures requirements, code of ethics and confidentiality.

SENIOR SCM OPERATIONS OFFICER - (REF NO. HRM/18/24)

LOCATION: HEAD OFFICE

MINIMUM SALARY: R688 796.25 per annum on a C-Upper Paterson Broadband (All inclusive)

Minimum Job Requirements: National Diploma or Bachelor's Degree in Supply Chain Management, Purchasing or Logistics with at least 4 years experience in Supply Chain Management environment, of which 2 years must be at supervisory level. A valid driver's license is a pre-requisite. Professional registration as a Supply Chain Management or Logistic Practitioner will be advantageous.

Competencies: Must have thorough knowledge of Supply Chain Management Policies and Procedures (PPPFA, BBBEE and PFMA) ♦ Must be computer literate (MS Word, MS Excel, MS PowerPoint etc.) ♦ Time management ♦ Strong business acumen and ethics ♦ Have the ability to communicate effectively at all levels ♦ Good presentation skills ♦ Report writing skills ♦ Ability to work under pressure and beyond normal working hours ♦ Knowledge of infrastructure project procurement.

Key Responsibilities: - Examining, analyzing and managing the departmental purchase requisitions and orders for completeness and accuracy ♦ Implement the best method of procuring in line with legislation ♦ Conduct market analysis and benchmarking of specific goods to ensure value for money ♦ Consolidate acquisition plan in line with the approved budget ♦ Report on the implementation of the acquisition plan ♦ Implement risk and audit findings action plan ♦ Facilitate tender briefing sessions ♦ Review the SCM bid documents for compliance ♦ Liaise with key stakeholders in the value chain ♦ Compile monthly reports on supply chain management for activities carried out in own area of responsibility ♦ Directly supervise, coach and mentor subordinates ♦ Ensure compliance with all LNW's policies, procedures and code of ethics.

DEPARTMENT: OPERATIONS & MAINTENANCE

LABORATORY TECHNICIAN- CHEMISTRY (REF. No. HRM/09/24)

LOCATION: EBENEZER SCHEME

MINIMUM SALARY: R345 795.08 per annum in the C-Lower Paterson Broadband plus medical aid, housing subsidy/allowance and pension/provident funds benefits

Minimum Job Requirements: National Diploma in Analytical Chemistry or Degree in Chemistry with at least 2 years working experience of analysis in a SANAS accredited water or chemical laboratory conducting Chemistry analysis. A valid driver's license is a prerequisite. Registration with relevant professional body (SACNASP) will be an added advantage.

Competencies: The incumbent must be computer literate ♦ Ability to maintain and calibrate laboratory equipment ♦ Proven experience in analytical chemistry ♦ Knowledge of analyzing waste ♦ Report writing skills; ♦ Ability to work under pressure with minimal supervision.

Key Responsibilities: - Reporting to the Senior Laboratory Technician, the incumbent will be responsible for: ♦ Implementation of laboratory quality system as per ISO 17025 requirements ♦ Calibration of laboratory and trouble-shooting of measuring instruments to ensure accuracy ♦ Preparation of laboratory reagents/ solutions to ensure accuracy of results ♦ Providing an accurate and in time analytical services and quality control requirements ♦ Compilation of analysis reports as per the submission dates ♦ Ensuring accurate water quality data capturing and compiling analytical reports ♦ Ensuring good filing system practice ♦ Analysis of routine and non-routine samples ♦ Analysis of samples from customers on water quality queries and complaints ♦ Conducting root-cause-analysis on non-conforming work ♦ Participation in Proficiency Testing Scheme ♦ Reporting deficiencies to the Laboratory Superintendent ♦ Adherence to all delegated laboratory services aspects as specified in the Occupational Health and Safety Act. ♦ Ensures compliance with all LNW's policies and procedures, code of ethics and confidentiality.

ELECTRICAL ARTISAN ASSISTANT - (REF No. HRM/12/24)

LOCATION: DOORNDRAAI SCHEME

MINIMUM SALARY: R181 918,33 per annum on a B-Lower Paterson Broadband plus medical aid, housing subsidy/ allowance & pension/provident fund benefits.

Minimum Job Requirements: Grade 12 or Further Education Certificate Level 4 or N3 in Electrical Engineering and one year experience in electrical environment. A valid driver's license and a Trade Test will be advantageous.

Competencies: ♦ Time Management ♦ Business Acumen ♦ Working with Electrical Tools ♦ Communicate effectively at plant levels ♦ Computer Literate ♦ ability to work under pressure and beyond normal working hours.

Key Responsibilities: Reporting to the Electrician, the incumbent will be responsible for: ♦ Assisting Electrician with the general electrical tasks ♦ Cleans tools, work area and equipment used to ensure good housekeeping ♦ Ensures compliance with all LNW's policies and procedures requirements, code of ethics and confidentiality.

2 X CIVIL ARTISAN ASSISTANTS - (REF No. HRM/14/24)

LOCATION: EBENEZER AND DOORNDRAAI SCHEMES

MINIMUM SALARY: R181 287.51 per annum on a B-Lower Paterson Broadband plus medical aid, housing subsidy/ allowance & pension/provident fund benefits.

Minimum Job Requirements: Grade 12 or Further Education Certificate Level 4 or N3 in Civil Engineering and one years experience in civil environment. A valid driver's license and a Trade Test will be advantageous.

Competencies: ♦ Time Management ♦ Working with civil Tools ♦ Communicate effectively at plant levels ♦ ability to work under pressure and beyond normal working hours.

Key Responsibilities: Reporting to the Civil Artisan, the incumbent will be responsible for: Assisting the Artisan with general civil tasks ♦ Cleans tools, work area and equipment used to ensure good housekeeping ♦ Ensures compliance with all LNW's policies and procedures requirements, code of ethics and confidentiality.

CIVIL ARTISAN ASSISTANT - (REF. HRM/19/24)

LOCATION: OLIFANTSPOORT SCHEME

MINIMUM SALARY: R242 147.26 per annum on a B-Upper Paterson Broadband plus medical aid, housing subsidy/ allowance & pension/provident fund benefits.

Minimum Job Requirements: N3 in Civil Engineering plus 2 years work experience in Civil environment. A valid driver's license is a requisite. A Trade Test Certificate from an accredited institution will be an added advantageous.

Competencies: ♦ Time Management ♦ Business Acumen ♦ Working with Civil Tools ♦ Communicate effectively at plant levels ♦ Computer Literate ♦ ability to work under pressure and beyond normal working hours.

Key Responsibilities: Reporting to the Civil Artisan, the incumbent will be responsible for: Assisting the Civil Artisan with the general maintenance tasks ♦ Cleans the tools and equipment used by the Civil Artisan ♦ Cleaning of tools, work area and equipment used to ensure good housekeeping ♦ Perform of routine civil equipment ♦ Ensures compliance with all LNW's policies and procedures requirements, code of ethics and confidentiality.

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DEPARTMENT: CHIEF EXECUTIVE'S

2 X INTERNAL AUDITORS (REF HRM/17/24)

LOCATION: HEAD OFFICE

MINIMUM SALARY: R345, 795.08 per annum in the C - Lower Paterson Broadband plus medical aid, housing subsidy/allowance and pension/provident fund benefits

Minimum Job Requirements: National Diploma or Degree in Internal Auditing or Accounting Science plus 2 years' experience in Internal Auditing environment. A valid driver license is a pre-requisite. Registration with the relevant professional body will be advantageous.

Knowledge Required: Public Finance Management Act (PFMA), knowledge of Institute of Internal Audit Standards and National Treasury Regulations.

Competencies Required: Communication skills ♦ Service delivery innovations ♦ Effective change management skills ♦ Consulting Services ♦ Internal Audit Assurance Process ♦ Planning ♦ Fraud Prevention ♦ Loss Control ♦ Computer skills ♦ Report writing skill ♦ Financial Management ♦ Ability to work under pressure and beyond normal working hours.

Key Responsibilities: Reporting to the Senior Internal Auditor, the incumbent will be responsible for: ♦ Conducting risk-based internal audit engagements allocated from planning to reporting (including drafting of audit findings and Audit report) stage ♦ Conduct Investigations, Ad Hoc audits, Follow-up Reviews, Financial Audits, Compliance Audits, and timeously submit the draft findings and audit report to the Senior Internal Auditor ♦ Report to the Senior Internal Auditor on a regular basis for each stage of the audit being conducted ♦ Supervise the Internal Audit Interns ♦ Compile the Audit File ♦ Compile and submit weekly timesheets ♦ Adequate and effective use of electronic systems (BarnOwn, SAP, IDEA, etc.) ♦ Perform general administration and clerical tasks in the Internal Audit Unit where required ♦ Ensure compliance with all LNW's policies and procedures requirements, code of ethics and confidentiality.

CLOSING DATE: 31 MAY 2024

An application letter together with a detailed CV, certified copies of qualifications and a drivers' license must be addressed to: Human Resource Manager, Lepelle Northern Water, Private Bag X9522, Polokwane, 0700. Alternatively, applications can be e-mailed at hr@lepelle.co.za. Failure to attach the above-mentioned required documents will disqualify the applicant.

IMPORTANT: Appointment will be made in accordance with Lepelle Northern Water's Employment Equity Policy and Plan. Preference will be given to females, Indians, coloureds and person's with disabilities. Recommended candidate will be subjected to the following checks: qualifications, criminal, credit records and employment history. Appointable candidate may be subjected to competency assessment. Lepelle Northern Water reserves the right not to make appointment to the post advertised.