

GREATER LETABA MUNICIPALITY

P.O Box 36, Modjadjiskloof, 0835, Tel (015) 309 9246/7/8,
Fax (015) 309 9419, Email:greaterletaba@glm.gov.za



EXTERNAL ADVERT

Greater Letaba Municipality invites suitably qualified candidates to apply for the following positions:

MUNICIPAL MANAGER'S OFFICE

ASSISTANT DIRECTOR: MANAGER MAYORS' OFFICE

Salary: R911 677. 92 per annum. (Total Package per annum)

Type: 05 Years Contract appointment (In line with the term of the Office of the Council)

Requirements : A relevant Bachelor's degree plus extensive experience in local Government Management or equivalent. A post degree qualification in Leadership will be an added advantage. Proven leadership in the Municipal Environment will be an added advantage. A clear understanding of Inter-Governmental Relations (National and Provincial spheres of government) and protocols between the Mayor, Councillors and Municipal Council. An appropriate 03 to 05 years relevant experience in management level.

Skills and Competencies: Must have knowledge and understanding of laws regulating the municipality environment: Constitution, Municipal Systems Act , Municipal Structures Act and Municipal Finance Management Act. Good communication and the ability to interact with the community.

Duties and Responsibilities: •Manage the administrative support staff in the office of the Mayor. Provide the strategic leadership to the municipality and the Mayor's office. Advise the Office of the Mayor on Community related issues. Prepare and Compile the Mayoral speeches and communiqué. • Coordinate political appointments and meetings for the Mayor. • Manage the arrangement process of media briefing and press conferences. Conduct research on municipal planning, local economic development, and advice the Mayor accordingly. • Develop political communication strategy for the Mayor. •Planning and management of events in the Mayor's office. Conduct business in the Mayor's office. Manage sub-ordinates in the Mayor's office.

MPAC RESEARCHER

Salary: R488 734. 68 p.a (Excluding benefits)

Type of appointment: Permanent appointment

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Requirements: A relevant Bachelor's degree /National diploma, or equivalent qualification.

Research qualification will be highly considered. Computer Literacy. 3 years' experience in a Local Government or similar environment. Knowledge of Municipal Finance and Supply Chain Management processes. Knowledge of the Constitution and Local government legislation. Understanding of the Local Government oversight responsibilities. Valid driver's license. A high degree of confidentiality

Duties and Responsibilities: • Investigate and conduct research on institutional accounts and other related matters. Develop the procedure manual to formalize and standardize MPAC operations. Provide assistance to MPAC Committee in adherence to processes and procedure. Assist the chairperson and the committee to run the committee affairs. •Assist MPAC to formulate oversight questions to the Executive Committee and the Accounting Officer, and assess the responses provided. •Conduct research on behalf of MPAC and provide reports. Provide oversight functions from a political compliance and service delivery perspective. Analyse Financial & Performance reports, SDBIP & Annual reports and Financial statements. Collect data from relevant departments and other stakeholders. Benchmark the committee's activities and functionality with other municipalities. • Serve as an Advisor to the Chairperson and to MPAC Committee.

CHIEF ADMIN OFFICER: PMS

Salary: R488 734.68 per annum. (Excluding benefits)

Type: Permanent appointment

Requirements: A Degree /National Diploma in Development Studies, Public Administration, Human Resource or equivalent. A minimum of three (03) years relevant experience A valid driver's license is an essential requirement and computer literacy. At least three years' relevant experience.

Duties and Responsibilities: •: Coordinates and provides a professional consulting/advisory service at a localized level on implementation of an effective PMS. Support the coordination, development, and review of IDP of the municipality in line with legislative requirements.

DRIVER: MAYOR

Salary: R498 576.36 per annum. (Total Package per annum)

A uniform allowance of R5000. 00 payable half yearly.

Type: 05 Years Contract appointment (In line with the term of the Office of the Council)

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Requirements: Grade 12. A valid driver's license. At least 2 years relevant experience. Ability to read and write. Ability to interact with SAPS and security services in respect of high profiled

Duties and Responsibilities: • functions. Ability to work under pressure and beyond working hours.

: Drive the Mayor to designated areas: meetings and workshops in and outside the municipal boundary. Carry out tasks related to the work assigned by the Mayor. Deliver invitations from the office to different stakeholders as and when requested by the Mayor. Conduct inspections on the Mayor 's vehicle before embarking in a trip. Use designated routes to specific location or venue. Ensure that the Mayor's vehicle is properly maintained and serviced. Interact with the protection services. Liaise with SAPS in respect of high-profile functions and possible volatile situations and handling the safety instructions and contingency plan.

ADMIN OFFICER: MOKWAKWAILA SUB-OFFICE

Salary: R310 377. 84 per annum. (Excluding benefits)

Type: Permanent appointment

Requirements: A Degree /National Diploma in Public Administration or equivalent. A valid driver's license is an essential requirement. Computer literacy. A minimum of three (03) years relevant experience.

Duties and Responsibilities: •: Manage the operations of the Sub-Office. Supervise staff personnel assigned to the sub-Office. Coordinates the operations with sister departments located within the sub-Office Centre. Arrange and recommend bookings for facilities in the Sub-Office. Ensure maintenance

routine maintenance of the Sub-Office facilities. Ensure stationery and cleaning material for the Sub-Office are collected. Develop the quarterly reports on the Sub-Office performance. Develop progress reports on challenges and issues reported at the office for fixing. Recommend leave of absence for staff at the sub-office.

DEVELOPMENT AND PLANNING DIRECTORATE

CHIEF ADMIN OFFICER: LED & LIBRA

Salary: R488 734.68 per annum. (Excluding benefits)

Type: Permanent appointment

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Requirements: A Degree/ National Diploma in Town and Regional Planning, Development Studies or equivalent

Duties and Responsibilities: •: Management and coordination of business registration center. Reporting and maintenance of records for approved business applications. Enforcement of compliance with Limpopo Business Registration Act. Providing advisory services for business registration.

NB. Full details of each advertised post is available in the municipal website (www.greaterletaba.gov.za). Interested individuals must fully complete GLM employment application form for employees below section 56 managers obtainable from municipal offices and website and attach Curriculum Vitae, certified copies of qualification, and ID. Short listed candidates shall be required to produce original copies of qualifications. Correspondences shall be limited to shortlisted candidates. All shortlisted candidates will be subjected to background screening checks (verification of qualifications criminal record checks and security vetting). Applicants will be penalized for canvassing.

Greater Letaba Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) through filling of these positions as such candidates whose appointment /promotion encourages representation will receive preference. municipality The municipality reserves the right not to fill any of the advertised position(s). Errors and Omissions excluded.

Please forward all applications to: **The Municipal Manager, Greater Letaba Municipality, P. O Box 36, Modjadjiskloof 0835**, or hand delivered at the **Municipality, 44 Botha Street, Civic Centre, Modjadjiskloof** and no faxed or e-mailed applications will be accepted.

Enquiries: Mr. Mapatha S.P or Mr. Mailula M.J @ 015 309 9246 @ Ext: 7489 & 7446

Closing date: 05 January 2022.


MUNICIPAL MANAGER
MANKGABE M.F