



# GREATER LETABA MUNICIPALITY

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

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

## MUNICIPAL MANAGER

(Fixed term of five (05) year contract not exceeding 12 months after the election of a new council)

**REMUNERATION PACKAGE: R1 067 587 – R1 227 113 - R1 386 637 p.a**

*(Total remuneration package will be paid as per the applicable Determinations on Upper Limits)*

### MINIMUM REQUIREMENTS:

A minimum qualification of a bachelor's degree in Public Administration / Political Sciences / Social Sciences / Law/ Accounting or equivalent tertiary qualification. Five (5) years relevant experience at senior management level and have proven successful institutional transformation within public or private sector. A post graduate qualification or Qualification relating to the National Treasury Competency Requirements for Senior Officials i.e CPMD/MFMP/ELMDP will be an added advantage. A code EB driver's license. Computer literacy.

### KNOWLEDGE AND COMPETENCIES:

Advanced knowledge and understanding or relevant policy and legislation. Advance understanding of institutional governance systems and performance management. Advanced understanding of council operations and delegation of powers. Good governance. Audit and risk management establishment and functionality. Budget and finance management. Must possess proven skills in respect of planning and organizing, problem solving, presentation, conflict resolution, communication, strategic leadership, financial management, governance, risk and change management, program and project management, and people management.

### KEY PERFORMANCE AREAS:

The successful candidate will be responsible and accountable for the following: Economical; effective; efficient and accountable administration. Managing the municipality's administration in accordance with the Municipal Systems Act and other legislations applicable to local government. Implementing the municipality's Integrated Development Plan (IDP), and monitoring progress with the implementation of the plan. Managing the provision of services to the local community in a sustainable and equitable manner. Appoint staff other than those referred in section 56 of the Municipal Systems Act. Maintaining discipline of staff, promoting sound labour relations and compliance by the Municipality with applicable labour legislation. Advising the political office bearers. Developing and maintaining a system whereby community satisfaction with Municipal services is

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assessed. Implementing National and Provincial legislation applicable to the Municipality and performing other function that may be assigned by the Municipal Council. Administering and implementing the Municipality's By-laws and other legislations. Being responsible for all income and expenditure of the Municipality, all assets, the discharge of liabilities and proper diligent compliance with applicable Municipal Finance Management Act. Implementing strategic goals of the municipality through cooperation and innovative teamwork.

## **DIRECTOR: COMMUNITY SERVICES**

**(Performance-based permanent contract)**

**REMUNERATION PACKAGE: R 894 447 - R 1 022 226 - R 1 133 463.00 p.a**

*(Total remuneration package will be paid as per the applicable Determinations on Upper Limits)*

### **MINIMUM REQUIREMENTS:**

A minimum qualification of a bachelor's degree in social sciences / Public Administration / Law or equivalent tertiary qualification. Five (5) years' experience at a middle management level and have proven successful institutional transformation within public or private sector. A Qualification relating to the National Treasury Competency Requirements for Senior Officials i.e CPMD/MFMP/ELMDP will be an added advantage. A code EB driver's license. Computer literacy.

### **KNOWLEDGE AND COMPETENCIES:**

Good knowledge and understanding of relevant policy and legislation. Good knowledge and understanding of institutional governance systems and performance management. Understanding of council operations and delegation of powers as well as health service management, cemetery management, public safety and parks and recreation management. Must possess proven skills in respect of planning and organizing, problem solving, presentation, conflict resolution, communication, strategic leadership, financial management, governance, risk and change management, program and project management, and people management.

### **KEY PERFORMANCE AREAS:**

Provide strategic leadership in line with waste management, libraries, sports and recreation, traffic management, social development, maintenance of parks, and cemeteries. Prepare and submit reports to the Municipal Manager and relevant political structures so that they are informed of the issues regarding community services directorate. Formulate policies relating to social services, community development, environmental health and disaster management. Responsible for overall administration and management of the community services directorate. The successful candidate shall report to the Municipal Manager.

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## **DIRECTOR: DEVELOPMENT AND TOWN PLANNING**

**(Performance-based permanent contract)**

**REMUNERATION PACKAGE: R 894 447 - R 1 022 226 - R 1 133 463.00 p.a**

*(Total remuneration package will be paid as per the applicable Determinations on Upper Limits)*

### **MINIMUM REQUIREMENTS:**

A minimum qualification of a bachelor's degree in Architect /Town and Regional planning/ Development studies / Economics / Development Economics or equivalent tertiary qualification. Five (5) years' experience at a middle management level and have proven successful Professional Developmental / Town and Regional Planning experience. A Qualification relating to the National Treasury Competency Requirements for Senior Officials i.e., CPMD/MFMP/ELMDP will be an added advantage. A code EB driver's license. Computer literacy.

### **KNOWLEDGE AND COMPETENCIES:**

Good knowledge and understanding of relevant policy and legislation. Good knowledge and understanding of institutional governance systems and performance management. Good knowledge of SCM Regulations and PPPF Act 2000 (Act No.5 of 2000). Knowledge of geographical information systems. Knowledge of spatial, town and development planning. Must have extensive knowledge of the public office environment. Must possess proven skills in respect of planning and organizing, problem solving, presentation, conflict resolution, communication, strategic leadership, financial management, governance, risk and change management, program and project management, and people management.

### **KEY PERFORMANCE AREAS:**

Provide strategic leadership in Development and Town Planning directorate. Responsible for development planning, LED, land use management and planning human settlement. Administration and development of Spatial Development Framework and related Town Planning functions. Develop and maintain GIS. Formulation of development policies, strategies and action plans. Stimulate the local economy by promoting job creation, investment and the development of SMME's, marketing and Tourism. The successful candidate shall report to the Municipal Manager.

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**DIRECTOR: TECHNICAL SERVICES**

**(Performance-based permanent contract)**

**REMUNERATION PACKAGE: R 894 447 - R 1 022 226 - R 1 133 463.00 p.a**

*(Total remuneration package will be paid as per the applicable Determinations on Upper Limits)*

## **MINIMUM REQUIREMENTS:**

A minimum qualification of a Bachelor Degree in Engineering / B.Tech Engineering or equivalent tertiary qualification in built environment. Five (5) years' experience at a middle management level, or as program/project manager. 3-4 years must be at professional/ management level engineering management experience. A Qualification relating to the National Treasury Competency Requirements for Senior Officials i.e CPMD/MFMP/ELMDP will be an added advantage. A code EB driver's license.

## **KNOWLEDGE AND COMPETENCIES:**

Good knowledge and understanding of relevant policy and legislation. Good knowledge and understanding of institutional governance systems and performance management. Must have extensive knowledge of the public office environment. Must be able to formulate engineering master planning. Project management and implementation. Must be computer literate and possess proven skills in respect of planning and organizing, problem solving, presentation, conflict resolution, communication and people management.

## **KEY PERFORMANCE AREAS:**

Manage the provision of services to the local community in a sustainable and equitable manner, including but not limited to the following: \*Provision of water, sanitation, roads and storm water and sewerage, fully responsible for the management, operation, maintenance, planning and administration of the electricity network. \*Provide advisory services to the Council regarding all aspects related to technical services. \*Develop, implement and manage strategic goals, policies, procedures, and plans for the directorate.\*Develop policies and guidelines for the effective operation of services delivery.\*Develop a program for infrastructural services delivery within the municipal area in line with the IDP, and overseeing its implementation.\*Coordinate and supervise the management of projects, implementing National Building Regulations, taking the required responsibility as defined in the occupational Health and Safety Act, and its regulations. \*Ensure implementation of Council resolutions related to technical services. \*Ensure submission of directorate reports in line with the legislative requirements for council and other organs of the state.

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Greater Letaba Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of this position. Candidates whose appointment promote representation will receive preference. The municipality reserves the right not to fill any of the advertised positions.

Applications should be submitted on an official application form obtainable from the municipal website ([www.greaterletaba.gov.za](http://www.greaterletaba.gov.za)) / Greater Letaba municipality offices and must be accompanied by comprehensive curriculum vitae, certified copies of academic qualifications(*including computer literacy certificate*), academic records, Identity Document and driver's license. Short listed candidates will be required to produce original copies of qualifications and identity document on or before the appointment.

***NB: When you apply for this post, you give the municipality consent to process your personal information. The successful candidate will be subjected to security vetting, required to submit disclosure of financial interest, be expected to sign an employment contract and performance agreement. Recommended candidates will be subjected to competency assessment test.***

Correspondences will only be entered into with short listed candidates. Applicants will be penalized for canvassing.

Please forward all applications to: **The Municipal Manager, Greater Letaba Municipality, P.O. Box 36, Modjadjiskloof 0835**, or applications may be hand delivered at the **Municipal Offices. Civic Centre, Botha Street, Modjadjiskloof**. Faxed or e-mailed applications will not be considered.

Enquiries must be directed to Mr Lekhota M.P / Mr Mapatha S.P at 015 309 9246/7/8.

**Closing date: 09 December 2022, 12H00.**

**MRS MANKGABE M.F  
MUNICIPAL MANAGER**

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