

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

CHIEF ADMIN OFFICER: PMS

Salary: R472 207.40 per annum. (Excluding benefits)

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.

Purpose of the job: 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: R299 881.92 p.a. (excluding benefits)

Requirements: Grade 12 or equivalent. 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 functions. Ability to work under pressure and beyond working hours.

Purpose of the job: 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.

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TECHNICAL SERVICES DIRECTORATE

SUPERINTENDENT: WATER AND SANITATION

Salary: R339 per annum. (Excluding benefits)

Requirements: A National Diploma in Civil / Water Engineering qualification or equivalent. Valid driver's license is an essential requirement and computer literacy. At least three years' relevant experience.

Purpose of the job: Manage and monitor infrastructural sections. Co-ordinate and control the operational functionality of the water and sanitation system of the municipality to ensure that sustainable services are delivered through trustworthy and well-maintained infrastructure.

SUPERINTENDENT: ROADS

Salary: R339 454.88 per annum. (Excluding benefits)

Requirements: A National Diploma in Civil Engineering qualification or equivalent. At least three years' relevant experience.

Purpose of the job: Manage and monitor infrastructural sections. Co-ordinate and control the operational functionality of the roads infrastructure system of the municipality to ensure sustainable services are delivered through trustworthy and well-maintained infrastructure.

SUPERINTENDENT: BUILDING

Salary: R339 454.88 per annum. (Excluding benefits)

Requirements: A National Diploma in Building Sciences/ Civil qualification or equivalent. At least two years' relevant experience.

Purpose of the job: Manage and monitor infrastructural sections. Co-ordinate and control the operational functionality of buildings of the municipality to ensure sustainable services are delivered through trustworthy and well-maintained infrastructure.

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SUPERINTENDENT: MECHANIC AND WORKSHOP

Salary: R339 454.88 per annum. (Excluding benefits)

Requirements: Mechanic Certificate and Trade test. Code EC driver's license with PDP. A minimum of 3 years relevant experience in diesel and petrol driven vehicles.

Purpose of the job: Supervise the mechanical section 's operations. Communicate with the subordinates to establish material and resource s necessary against specific works orders. Interact with the engineering stores and check allocated components and materials against job cards prior commence of workload.

ELECTRICIAN: PUBLIC LIGHTS

Salary: R299 881.92 per annum. (Excluding benefits)

Requirements: Electrician Trade Test and N2 Electrical Engineering Certificate. Code B driver's License. Minimum 2 years relevant experience in Electrical Field. (Operation and Maintenance)

Purpose of the job: Installation, repair, and maintenance of electrical Equipment. Read and interpret drawings and work orders detailing layout and specification. Operations of High and Low Voltage Network. Attend to fault dispatched by Management and Resource Management Centre. Ensures electrical Equipment's are safely to work on by Isolating, Supervise Contractors and General Workers. provide guidance to Trainees and sub-ordinates working under his/ her supervision.

Promote a safe working environment by implementation of, and adherence to the Occupational Health and Safety (OHS) Act and Regulations. Conduct Inspection and route check on High Mast and Street Lights. Respond to Standby call after working hours if need arise.

BUDGET AND TREASURY OFFICE

ACCOUNTANT: BUDGET AND REPORTING

Salary : R472 207.40 per annum (Excluding benefits)

Requirements: A Degree/National Diploma in Finance/ Accounting or equivalent. A minimum of three (3) years relevant experience in Finance. Knowledge of local government legislations. MFMA Certificate will be an added advantage.

Purpose of the job: Manages the key performance associated with the recording, balancing, reconciliation, budgeting, reporting and control of capital and operating budgets.

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ASSISTANT ACCOUNTANT: SALARIES

Salary : R299 881.92 per annum (Excluding benefits)

Requirements: A Degree/National Diploma in Finance or equivalent. A minimum of two (02) years relevant experience in Finance. Knowledge of local government legislations. MFMA Certificate will be an added advantage.

Purpose of the job: Co-ordinates the application of procedures and sequences associated with administration and processing of creditor accounts and payroll and salary information, inclusive of allowances, benefits and deductions.

ASSISTANT ACCOUNTANT: CREDITORS

Salary : R299 881.92 per annum (Excluding benefits)

Requirements: A Degree/National Diploma in Finance or equivalent. A minimum of two (02) years relevant experience. Knowledge of local government legislations. MFMA Certificate will be an added advantage.

Purpose of the job: Effect payments due to services rendered to the Municipality. Verification of payment by checking the data and amounts on EFT. Reconcile statements/invoices using computer software program.

COMMUNITY SERVICES DEPARTMENT

ENVIRONMENTAL OFFICER

Salary: R299 881.92 per annum (Excluding benefits)

Requirements: National Diploma/Bachelor 's Degree in Environmental Sciences / Management. Computer literacy, sound communication skills, negotiation skills. Minimum two (02) years relevant experience.

Purpose of the job: Operation of environmental, waste management, parks, and cemeteries. Implement Community Services Strategy with respect to service delivery.

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EXAMINER

Salary: R299 881.92 per annum (excluding benefits)

Requirements: Traffic Officer's Diploma/ Diploma as Examiner for Driving Licences Grade B. Code EC Driving Licence. Registration certificate as an examiner for driving licence. No criminal records. 2 years relevant experience.

Purpose of the job: Perform activities associated with the examination, testing, and issuing of learner and driving licenses and road worthiness certification through the application of laid down assessment and inspection procedures.

TRAFFIC OFFICERS (02)

Salary: R256 980 per annum (Excluding benefits)

Requirements: Basic Traffic Diploma, A valid driver's license, At least two to three years' relevant experience.

Purpose of the: Manage the flow of traffic during peak periods, special events or at an accident scene. Monitor the flow of traffic and assist in easing in delays. Help to redirect traffic to less congested areas. Facilitate the removal of cars obstructing the flow of traffic.

CORPORATE SERVICES DEPARTMENT

INFORMATION COMMUNICATION TECHNOLOGY (ICT) TECHNICIAN

Salary: R299 881.92 per annum (Excluding benefits)

Requirements: National Diploma in Information Technology or Equivalent qualifications, A+, N+, MCITP, MSCA and MCSE. At least 2 years' relevant experience.

Purpose of the job: Provide first line technical support and maintenance of desktop computers, LAN and related technology. Setting up workstations with computers and necessary peripheral devices. Installing and configuring appropriate software and functions according to specifications.

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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 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: 23 April 2021



**ACTING MUNICIPAL MANAGER
Dr. LETSOALO M.B**