



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 positions:

MUNICIPAL MANAGER

(5 years contract)

REMUNERATION PACKAGE: R930,409 – R1 069,436 - R1 208,463 p.a

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

REQUIREMENTS:

A Bachelor's Degree in Public Administration / Political Sciences / Social Sciences / Law or equivalent. 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: An 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 assessed. Implementing National and Provincial legislation applicable to the Municipality, and performing other function that may be assigned by the Municipal Council.

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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 team work.

DIRECTOR: COMMUNITY SERVICES

(5 years contract)

REMUNERATION PACKAGE: R 768,305 - R 878,063 - R 987,820.00 p.a

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

REQUIREMENTS:

A Bachelor Degree in Social Sciences / Public Administration / Law or equivalent. Five (5) years' experience at a middle management level and have proven successful institutional transformation within public or private sector. Registration with the South African Council for Social Service Professionals (SACSSP) or any similar recognised relevant professional body will be an added advantage. 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: CORPORATE SERVICES

(5 years contract)

REMUNERATION PACKAGE: R 768,305 - R 878,063 - R 987,820.00 p.a

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

REQUIREMENTS:

A Bachelor Degree in Public Administration / Management Sciences / Law; or equivalent. Five (5) years' experience at a middle management level and have proven successful management experience in administration. 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. Must have extensive knowledge of the public office environment. Good knowledge of corporate support services including human capital management, legal services, facilities management, information communication technology and Council support. Good knowledge of PPPF, Labour Relations Act and other labour related prescript. Legal background and human capital management. Knowledge of coordination and oversight of all specialised support functions. 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 Corporate Services directorate. Policy formulation, strategy development, corporate governance promotion. Developing, implementing and managing strategic goals, procedures and plans and align these with the municipality's objectives. Compiling / Updating delegated powers as stipulated in the Municipal Systems Act. Administer Human resource Management including personnel, provisioning and administration, training and development, labour relations, human resource planning and organisational development. Responsible for developing organisational policies and procedures. Develop and manage the directorate's budget such that expenditure is in line with council policy, MFMA and supply chain's requirements. Prepare and submit reports to the municipal manager and relevant structures. Ensure sound labour relation skills, including speech and report writing. Ability to work under pressure. Ability to promote

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strategic planning and innovative leadership. Ability to negotiate at all levels. Responsible for legal services, ICT, council support services, employee assistance program, administration and archives. The successful candidate shall report to the Municipal Manager.

DIRECTOR: DEVELOPMENT AND TOWN PLANNING

(5 years contract)

REMUNERATION PACKAGE: R 768,305 - R 878,063 - R 987,820.00 p.a

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

REQUIREMENTS:

A Bachelor of Science degree in Building sciences / Architect or Bachelor Degree in Town and Regional planning or Development studies, or equivalent. Five (5) years' experience at a middle management level and have proven successful Professional Developmental / Town and Regional Planning experience. Project management certificate or diploma or Registration as a Professional Planner in accordance with the Planning Profession Act, 2002 (Act 36 of 2002) and or registration with a recognized relevant professional body will be an added advantage. 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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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) / 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 Dr. M.B. Letsoalo / Mr Mapatha S.P at 015 309 9246/7/8.

Closing date: 31 May 2017, 12H00.

**Mrs MASHABA T.G
MUNICIPAL MANAGER**

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