

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 qualified candidates to apply for the following positions:

OFFICE OF THE MUNICIPAL MANAGER

Five (05) years contract

MANAGER: OFFICE OF THE MAYOR

Salary: R 571 768. 00 Total package per annum.

Requirements : A relevant B degree or National diploma, plus extensive experience in local Government Management. Proven leadership in the Municipal Environment. A clear understanding of Inter-Governmental Relations (National and Provincial spheres of government) and protocols between the Mayor, Councillors and Municipal Council. An appropriate 3 to 5 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: • Compile Mayoral speeches, notes and declarations. • Coordinate political appointments and meetings for the Mayor. • Conduct research on municipal planning, local economic development and advise 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 in line with the MSA 32/2000. Manage sub-ordinates in the Mayor's office.

CHIEF ADMIN OFFICER: INTERNAL AUDIT

Salary: R 299 921.00 per.annum

Requirements: An appropriate 3 years B.Com Degree or National Diploma with majors in Auditing and/or Accounting. Studying towards CIA or membership with IIA will be an added advantage. A 2 to 3 years' experience in an auditing and internal control environment. An in-depth knowledge of internal audit framework, IIA standards, MFMA and other government legislative frameworks. Good communication skills. Report writing skill. Analytical and interpersonal skill. Ability to work under pressure. A valid driver's license.

Duties and Responsibilities: • Assist the Manager: Internal Audit with the development of strategic risk based internal audit and annual internal audit plans. • Manage the implementation of the approved risk based internal annual audit plan. • Manage and facilitate reporting on internal audits. • Perform and manage ad-hoc audits as requested by management • Manage stake holder relationships. • Collaborating with sector departments and professional auditing bodies on audit procedural

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applications and principles with a view to aligning internal processes. •Provide advice to heads of departments on the alignment of specific processes, roles and responsibilities to maintain compliance with statutory legislation.

ADMIN OFFICER: MPAC

Salary: R190 468.89 per annum

Requirements: A relevant B degree, National diploma in Administration or equivalent qualification. Computer Literacy. The candidate must have 3 years' experience in a Local Government or similar environment. Experience in MPAC coordination will be an added advantage. 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: •Coordination of MPAC activities. • Provide administrative support to the MPAC committees to enable them to run committee's affairs effectively . • Draft the annual MPAC programme in line with the Municipal Planning calendar • Convene MPAC meetings on behalf of the Chairperson and the Committee. • Perform secretariat responsibilities for the Committee •Source municipal Council documents and reports that are needed by MPAC to perform its functions. . •Ensure that MPAC reports are tabled in Council and track implementation of MPAC resolutions by Council. Organise MPAC public hearings. •Ensure proper management and filing of all MPAC records and files.

CORPORATE SERVICES DEPARTMENT

ASSISTANT DIRECTOR: CORPORATE SERVICES AND PERFORMANCE MANAGEMENT

Salary: R356 540 .80 Per annum.(Exclude benefits)

Requirements: A relevant B degree, National Diploma or equivalent qualification in Administration. An In-depth knowledge of corporate service, performance management and/or service delivery. A minimum of 3 years' experience in Corporate services, Performance Management or service delivery environment. Knowledge of Municipal legislations: MFMA, MSA 32/2000, MSA 117/1998. Knowledge of the public legislations: Constitution, LRA, BCEA, EEA, SDA. Must have obtained or be pursuing the Minimum Competency levels qualification (CPMD, MFMP or ELMD) as prescribed by Municipal Minimum Competency Regulations, 2007.

Duties and Responsibilities: •Manage and supervise the Corporate service Directorate: HR, Legal, IT, Records, Secretariat and Performance Management System (PMS). Consolidate the Directorate reports, e.g. Quarterly reports, Audits Committee, Portfolio and EXCO Committee.

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Delegate resolutions taken at management and executive levels for implementation. Monitor and report to the Director, progress on the implementation of such resolutions. Establish the Performance standards for Municipal Manager and Directors in the municipality. •Cascade the performance management system to all employees in the municipality. •Evaluate performance of all employees. Prepares and compile the annual report and mid-term reports of the municipality. •Handling all queries relating to Performance Management.

INFRASTRUCTURE DEVELOPMENT AND PLANNING

CHIEF ADMIN OFFICER: LED

Salary: R299 921.00 per.annum

Requirements: A relevant 3 years B degree, National diploma or equivalent qualification in development studies, a post qualification in development studies with development and project management as majoring subjects will serve as an added advantage. At least 2 years proven experience in the Local Economic Development (LED) field is required. Candidate must have a very sound understanding of LED concepts. Preferable candidate should be innovative, initiative and possess leadership and interpersonal skills as well.

Duties and responsibilities: • Identify key dimensions and opportunities of Local Economic Development by co-ordinating broad based workshops to seek ideas. •Formulate plans detailing interventions, actions and timelines guiding the delivery and /or execution of LED strategy. •Facilitate feasibility studies to assess the impact of specific economic development initiatives and opportunities. •Interact with established local businesses sector to elicit support in job creation and poverty alleviation initiatives. • Co-ordinate and executes project/programme requirements and monitors outcomes. •Assist in preparations and compilation of the business plan. •Prepare investigation reports and summaries detailing functional progress and outcomes. •Establish database for Small Business Enterprises and other business initiatives within the municipal area. • Monitor and evaluate LED projects in Greater Letaba Municipality.

LED OFFICER (ONE POST)

Salary: R190 468 89 per.annum.

Requirements: Diploma in Development studies /Small business development. NQF level 4/5 Local Economic Certificate will be an added advantage. At least two years proven experience in local Economic development. Computer Literacy. Valid driver's license.

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Duties and responsibilities: •Coordinating broader based stakeholder workshops to seek ideas.
• Establish priorities and determine strength, weaknesses and threats. • Ensure the establishment of the LED forums and its functionality. • Keep and update information with regard to local business sector • Compile notices, agendas and minutes of functional meetings • Ensuring that provincial and District programme are accomplished in Municipality. •Maintain linkage with other departments dealing with agriculture and rural development. • Provide assistance on research for LED projects .
• Maintaining records of work in progress. • Updating system information with specific projects.
Support and Coordinate SMME's.

PMU TECHNICIAN (Re-advertisement)

Five (05) years contract

Salary : R299 921.00 per .annum (Exclude benefits)

Requirements: A relevant B Degree or National Diploma in Civil Engineering. 3 Years' experience in Civil Engineering environment. Valid driver's license is essential. Advanced computer literacy.

Duties and Responsibilities: •Coordinate the Special Municipal Infrastructure Fund applications.
•Coordinate and administer service agreements and contracts with contractors and consultants for each project. • Assess the socio-economic impact of MIG projects on communities•. Facilitation of backlog studies and environmental impact assessments of projects. Technical support and evaluation of proposed projects for alignment with the municipal's IDP and the Limpopo Employment Growth and Development Plan. •Conduct site visits to ensure compliance with business plan conditions. Manage cash flows and committed project expenditure. • Manage labour intensive projects in line with the EPWP.

FINANCE DEPARTMENT

ACCOUNTANT: EXPENDITURE

Salary: R299 921.00 per.annum

Requirements: A relevant B Com degree, National Diploma or any diploma with Accounting as a major subject. 3 years relevant experience as accountant. A valid driver's license. An advanced computer literacy. Must have obtained or be pursuing the Minimum Competency levels qualification (CPMD, MFMP or ELMD) as prescribed by Municipal Minimum Competency Regulations, 2007.

Duties and Responsibilities: •Assist the Assistant Director in compiling the yearly financial statements. Provide the Assistant Director with relevant information when needed for statistical pur-

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poses. • Supervise the Expenditure section. Ensure that all financial transactions are updated the ledger on a daily basis. •Ensure that all expenditure transactions are allocated to the applicable vote numbers. •Manage the control and suspense accounts in an efficient and cost effective manner. •Reconcile all suspense account on a monthly basis. • Ensure that all VAT claimed back are correct. •Check detailed list of the payroll to ensure that all changes have been authorized. • Supervise the preparation of salaries and cheques (Electronic transfers) and forward to delegated persons for authorization.

ACQUISITIONS CLERK

Salary: R163 220.00 per .annum

Requirements: A B degree, National Diploma in Purchasing or equivalent qualifications. 1 to 2 years relevant experience. A Valid driver's license. Advanced computer literacy. Must have obtained or be pursuing the Minimum Competency levels qualification (CPMD, MFMP or ELMD) as prescribed by Municipal Minimum Competency Regulations, 2007.

Duties and Responsibilities: • Filing of bid records. • Sourcing of Quotations from service providers. •Provide secretariat in bid committee meetings. •Coordinate and control procedures in respect of procurement. •Receive and verify information recorded on requisition books. •Developing drafts of tender notices. • Ensure compliance with Council's Supply chain Management Policy , SCM regulations, Treasury regulations and other applicable legislation. •Interact with suppliers and vendors. •Conduct quality checks of products and administrative systems and discuss observed deviations with supplier to facilitate rectification. • Performs specific administrative tasks associated with functionality by collating and verifying transactional documentation (requisition, delivery notes etc.) •Compile SCM reports.

PROCUREMENT OFFICER: DEMAND MANAGEMENT

Salary: R190 468.89 per.annum

• **Requirements:** A relevant B degree, National diploma in Accounting or equivalent qualifications. A 2 years relevant experience. Valid driver's license. Advanced computer literacy. Must have obtained or be pursuing the National Treasury's Minimum Competency levels qualification (CPMD MFMP or ELMD) as prescribed by Municipal Minimum Competency Regulations,2007.

Duties and Responsibilities: •Compile and capture the supply chain database register. Be conversant with CIDB requirements and other applicable legislations. • Ensure that the bid specification committees are convened to develop specification accordingly. • Compilation and regular re-

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views of procurement plan as per approved budget. • Ensure bid adverts are placed on newspapers in line with the procurement plan. • Process applications associated with the procurement /purchasing of items within the prescribed limits. •Ensure proper record keeping as per Municipal Policy and other relevant legislation.

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

Interested persons may send an application letter stating clearly the position the applicant is applying for, accompanied by Curriculum Vitae, certified copy of ID and certified copies of qualifications. Short listed candidates may be required to produce original copies of qualifications on or before appointment.

Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing.

Please forward all applications to: **The Municipal Manager, Greater Letaba Municipality. P.O. Box 36, Modjadjiskloof 0835** or may be hand delivered at the **Municipal Offices: Civic Centre, 44 Botha Street, and Modjadjiskloof**. Faxed, Late, e-mailed and Z83 applications will not be accepted.

Enquiries: Ms .T.M Mahlagaume / Mr K.R. Chuene @ (015) 309 9246/7/8

Closing date: 31 October 2013

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