



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'S OFFICE

ASSISTANT DIRECTOR: LEGAL SERVICES

Salary: R463 630.44 per annum.(Excluding benefits)

Requirements and competencies: A four-year Legal Qualification. An admission as an Advocate or Attorney would be an advantage. At Four to Five years' experience at a supervisory level within a legal environment. Research and analytical skills. Ability to draft opinions and contracts. Knowledge of the processes of litigations including labour forums. Knowledge of municipal and administrative law. A practical understanding of the constitutional, legislative and policy framework governing local government. Excellent communication (verbal and written), interpersonal and computer skills (MS Office packages). A creative and an innovative thinker. Ability to function well under pressure. A valid driver's licence.

Duties and Responsibilities: Assist in providing strategic legal advice and guidance to the municipal Council and administrative component. Managing all legal risks of the municipality. Ensure legal compliance and proper contract management within the municipality. Provide legal opinion, advice and contract management services. Manage litigations. Analyse the adequacy of current legal approaches, submits reports supporting specific provisions associated with legal services interventions. Interpret situational and contextual issues and research relevant topics to enable the preparation of legal documentation. Assist in the formulation of new or amended tariffs and policies through the investigation /research of proposals. Develop, review and enforce by-laws through the assessment of possible legal infringement of any part of the law in a manner that complies with the Constitution, Individual Rights, relevant Acts and applicable Council Policies to ensure that the municipal by-laws are not ultra vires, unreasonable, vague or invalid. Advise the Council on press releases through liaison with Communications unit on the contents and legal implications of the contents of the intended press release. Liaise with and giving instructions to attorneys appointed to defend or initiate Council matters.

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DRIVER: SPEAKER

Salary: R247 677.60 p.a. (excluding benefits)

Requirements and competencies: Grade 12 or ABET qualification. 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.

Duties and Responsibilities: Drive the Speaker to designated areas: meetings and workshops in and outside the municipal boundary. Carry out tasks related to the work assigned by the Speaker. Deliver invitations from the office to different stakeholders as and when requested by the Speaker. Conduct inspections on the Speaker's vehicle before embarking in a trip. Use designated routes to specific location or venue. Ensure that the Speaker'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.

CORPORATE SERVICES DEPARTMENT

LABOUR RELATIONS OFFICER

Salary: R247 677.60 p.a. (excluding benefits)

Requirements: B degree / National diploma in Labour Law/ Labour Relations / Human Resource Management. Code EB Driver's license. Be able to work independently. Computer literate. Good writing, administrative, interpersonal and communication skills. Knowledge of relevant labour legislation with specific reference to the Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act and collective agreements concluded in the Bargaining Council. Good human resource management administration skills · Two to Three years employee relations experience.

Duties and Responsibilities: Represent Council in the South African Local Government Bargaining Council Conciliations, Arbitrations, CCMA, Labour Court. Co-ordinate meetings and record minutes of the Local Labour Forum. Follow up and ensure implementation of Local Labour Forum resolutions. Conduct research on labour matters, case law and compile case reports in preparation of disputes. Manage grievances submitted under the labour agreements or ensure formation and act as Chairperson of the Grievance Committee. Ensure preparation for the various hearings including case information and assessment, reviewing and evaluating and evaluating arbitrators and providing administrative, support. Provide guidance and training to management in dealing with employee misconduct and attendance issues by explaining the disciplinary systems, contractual policies or benefits and grievance procedures. Conduct investigations concerning allegations of

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discrimination or sexual harassment or other illegal or inappropriate conduct. Ensure and monitor implementation of sanctions. Ensure effective flow of information process throughout the municipality so that there are limited cases of misconduct and grievances in the workplace. Set performance standards and improvement objectives in relation to all labour related matters. Provide feedback on all cases of disciplinary hearings, grievances submitted and CCMA cases.

DEVELOPMENT AND TOWN PLANNING DIRECTORATE

ASSISTANT DIRECTOR: IDP

Salary: R463 630.44per annum.(excluding benefits)

Requirements: B. Degree in Development Studies / Urban and Regional Planning or equivalent. A Masters in Development Studies or Masters of Town and Regional Planning will be an added advantage. Four to Five years' relevant experience at middle management / supervisory level. Proven experience in Integrated Development Planning within the relevant field. Knowledge and expertise in Spatial and Development Planning. Proven experience and knowledge of the relevant legislative frameworks of local government and the government-wide planning framework. Proven experience in ensuring the coordination and integration of cross-sectoral plans.

Duties and Responsibilities: To oversee and manage the development, review and implementation of the Integrated Development Plan of the municipality, including: being administratively in charge of the entire planning process, including the development of the municipality's long term strategy; managing human and fiscal resources within the division; undertaking specific responsibilities as a member of the middle management team, which reports directly to the Director: Development and Town Planning. Manage the alignment of strategies and goals within the municipality. Assess and monitor the impact of national, provincial and sector wide changes on plans (including national and provincial policy statement changes). Establishing and maintaining effective stakeholder relations within areas of responsibility.

TECHNICAL SERVICES DIRECTORATE

CHIEF SUPERINTENDENT: BUILDING & WORKSHOP

Salary: R390 004. 56 per annum.(excluding benefits)

Requirements: A degree/ National Diploma in Building Science/ Architecture or equivalent qualification. The incumbent must have comprehensive knowledge and practical experience of National Building Regulations and Standards and mechanical engineering field. Computer literacy. Three to Four years relevant experience. A valid code B Driver's License. PDP would be an added ad-

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vantage. Good communication, negotiation and interpersonal skills. Required to work outside normal working hours during emergencies and planned overtime and work standby. Good supervisory and training skills.

Duties and Responsibilities: Manage building and mechanical workshop related functions. Oversee maintenance of municipal buildings and repairs of municipal vehicles. Develop and implement internal controls to ensure preventative maintenance and repairs. Service and maintenance of all mechanical equipment, mowers and other machines and vehicles and ensure the mechanical condition and roadworthiness. General works and assistance with the day to day management of the Personnel at the mechanical workshop to ensure the personnel are fulfilling their duties as determined by the job description, the conditions of service and safe working procedures. Perform administrative duties attached to the post.

ELECTRICAL TECHNICIAN

Salary: R247 677.60 Per annum.(Excluding benefits)

Requirements: A Degree/ National Diploma in Electrical Engineering qualification or equivalent. Registration with ECSA. A Valid driver's license is an essential requirement. A Two to Three years relevant experience.

Duties and Responsibilities: Installation, repairs and maintenance of electrical stations and sub-stations. Read and interpret drawings and work orders detailing layout and specifications. Identify material and resources to be used in maintenance and repairs of stations and substations. Provide guidelines on operations of heavy vehicles and equipment during electrical installation, repairs and maintenance. Sign-off time sheet and progress field report after every repair, maintenance of job card completed. Provide supervision to the team in the electrical section. Mark routes for laying of cables and positioning of supporting poles. Ensure electrical equipment is safely tested and certified in terms of legislation. Promote a safe working environment by implementation of, and adherence to the Occupational Health and Safety (OHS) Act and Regulations. Conduct inspection and reporting for electrification projects.

BUDGET AND TREASURY DIRECTORATE

ASSISTANT DIRECTOR: ASSET AND FLEET MANAGEMENT

Salary: R463 630.44per annum.(Excluding benefits)

Requirements and competencies: B Degree or National Diploma in Accounting/ Economics or equivalent qualification. Understand and implement GRAP Standard. Four to Five years accounting

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relevant experience in supervisory/ middle management in asset and fleet management field. Strong accounting abilities. Computer literacy. Communication skills. Interpersonal relations. A valid Driver's license.

Duties and Responsibilities: Provide an effective efficient management function to asset and fleet management division in accordance with current legislation. Attend verification, reporting, processing and reconciliation of asset and fleet management. Create and monitor a system of controls, procedures, and forms for the recording of asset and fleet. Recommend to management any updates to accounting policies related to fixed assets. Assign tag numbers/barcodes to fixed assets. Record fixed asset acquisitions and disposals in the accounting system. Track the compilation of project costs into fixed asset accounts, and close out those accounts once the related projects have been completed. Reconcile the balance in the fixed asset subsidiary ledger to the summary-level account in the general ledger. Calculate depreciation for all fixed assets on a monthly basis. Review and update the detailed schedule of fixed assets and accumulated depreciation. Conduct quarterly verification of fixed assets. Manage and control specific accounting procedure associated with asset acquisition and disposal. Manage the fleet in accordance with policies, procedures, standards and legislation. Implement and maintain internal control processes and procedures on municipal fleet.

PROCUREMENT OFFICER: DEMAND MANAGEMENT

Salary: R247 677.60 p.a. (excluding benefits)

Requirements and competencies: A relevant B degree, National diploma in Accounting or equivalent qualifications. A Two to Three years' relevant experience. Valid driver's license. Computer literacy. A National Treasury's Minimum Competency qualification (CPMD, MFMP or ELMD) as prescribed by Municipal Minimum Competency Regulations, 2007 will be an added advantage.

Duties and Responsibilities: Compile and capture the supply chain database register. Be conversant with CIDB requirements and other applicable legislations. Ensure the bid specification committees sit to specify accordingly. Ensure the specifications are unbiased, complete and approved prior to advertising. Compilation and regular reviews of procurement plan as per approved budget. Ensure bid adverts are placed on newspapers as planned. Process applications associated with the procurement /purchasing of items within the prescribed limits. Communicate with the supplier, establish the status of orders and expected delivery dates. Perform administrative recording, reporting and recordkeeping. Assist in filing of quotations, orders and reports.

ASSET AND FLEET OFFICER

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Salary: R247 677.60 p.a. (excluding benefits)

Requirements: A relevant B degree or National Diploma in Supply Chain, Logistics, or equivalent finance qualifications. Valid driver's license is an essential requirement and advanced computer literacy. A minimum of Two to Three years' relevant experience.

Duties and Responsibilities:

- Compile and maintain the assets and inventory register of the Council.
- Transfer and write off of assets.
- Carry out physical verification of all municipal assets per department.
- Updates office database.
- Label new assets or re-label assets where necessary.
- Reconcile monthly log sheet. Monitor the issuing, control and allocation of vehicles in line with policies, control systems and procedure
- File transport documents, (petrol slips and log sheet).
- Assist the Section head with the monthly, quarterly and annual fleet reconciliation.
- Investigate inquiries and submit report to the supervisor for appropriate action. Supervise both the Assets and Fleet offices.

INTERNS: FINANCE (EIGHT (08) POSITIONS)

Salary: R100 000-00 P.A. (Two year contract)

Requirements: Relevant B-Degree or National Diploma in Accounting, Auditing or equivalent qualification. The interns will be expected to sign an internship agreement in addition to the employment contract.

Internship overview:

- The MFMIIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of Municipal Budget, Treasury Office and Auditing which is governed by Municipal Finance Management Act, 56 of 2003 and logical reforms.
- The programme has a logical training sequence that builds on the skills and competencies acquired during University and University of Technology training.

COMMUNITY SERVICES DEPARTMENT

ASSISTANT DIRECTOR: ENVIROMENTAL, WASTE, PARKS AND CEMETERIES.

Salary: R463 630.44per annum.(excluding benefits)

Requirements: A Degree/ National Diploma or equivalent qualification in Environmental Sciences. A post-graduate degree in Environmental Sciences will be an advantage. A minimum of Four to Five years' experience in the field of Environment, Waste Management, Parks and Cemeteries. Knowledge of Environmental and/or Municipal legislations.

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Competencies: Good interpersonal relations. Good communication (written and verbal) skills. Strong research, analysis, planning, executing and organisational skills. Computer skills. Ability to work as part of a team. Must be willing to travel and work irregular hours. A valid driver's licence.

Duties and Responsibilities: Manages inspections and investigations of residential, Commercial or other occupied premises and public facilities to determine compliance to by- laws and statutory legislation. Assess and analyses the adequacy of structural designs to accommodate specific, business operations with due consideration to ventilation, lightning, emission and waste extraction system. Manage the evaluation of awareness and adequacy procedures related to refuse and waste handling. Manage the disposal, collection and performance of tests/analysis on samples. Develop, finalise, implement and review policies, guidelines, norms and standards as well as guidelines on hazardous substances control, chemical safety, poison Information Centres and pesticides/chemicals. Co-ordinate training and awareness campaigns on the safe handling, use, storage and disposal of chemicals/pesticides, hazardous substances and chemical safety. Co-ordinate training and awareness campaigns on waste management. Conduct toxicological analysis of pesticides and prepare recommendations for the Department of Agriculture, Forestry and Fisheries. Establish / strengthen Poison Information Centres. Ensure public complaints and queries related to chemicals/pesticides, hazardous substances and poisonings are attended to timeously. Assist and support the directorates and stakeholders in waste management. Co-ordinate the implementation of the national chemical safety programme. Participate in multilateral environmental agreements. Compile reports as per legislation to the Department of Environmental Affairs. Manage parks and cemeteries. Perform any other functions or duties allocated by the Director: Community Services as the need arises.

3 X POSTS: EXAMINER

Salary: R247 677.60 per annum (excluding benefits)

Requirements and Competencies: 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. A minimum of Two years' relevant experience. Local Government experience will be an added advantage. Must be innovative, flexible and proactive. Ability to work without constant supervision. Computer literacy. Good communication skills both verbal and written. Knowledge of relevant legislations.

Duties and Responsibilities: Perform activities associated with the examination, testing and issuing of learner and driving licenses and road worthiness certification through the application of

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laid down assessment and inspection procedures. Attend to administrative reporting and recordkeeping requirements. Guide personnel with the execution of specific activities to ensure drivers and vehicles conform with the requirements of the Road Traffic Act and regulations contributing to the safety of all users. Checking details of application received against identification and/or relevant supporting documents. Apply written/ oral testing sequence, moderating results and, establishing and informing applicants of outcomes. Determine mechanical roadworthiness of all codes of vehicles in accordance with Road Safety and Traffic legislations, conducting visual tests and using electronic test equipment to establish conformance/ deviations with specifications and/ or driving vehicles to assess braking/ steering performance prior to issuing certification. Update schedules and registers reflecting licensing and testing applications processed and extracting summarized reports detailing the status of activities and forwarding to the immediate superior for processing. Monitor the execution of cleaning sequences and/ or the storage of equipment at the Testing Pit and implementing corrective measures to support compliance with specific safety standards.

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 encourages representativity will receive preference. The municipality reserves the right not to fill any of the advertised position(s). Errors and Omissions excluded.

Interested individuals must fully complete GLM employment application form for employees below section 56 managers obtainable from municipal offices and website (www.greaterletaba.gov.za) and attach Curriculum Vitae and certified copies of qualifications, ID and drivers licence. Short listed candidates shall be required to produce original copies of qualifications.

Correspondences shall be limited short-listed 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.

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.

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Enquiries: Mr. Mapatha S.P or Ms. Mahlagaume T.M @ 015 309 9246/7/8

Closing date: 24 August 2018 : 15h00

MUNICIPAL MANAGER
Dr SIROVHA K.I

