



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:

TECHNICAL SERVICES DIRECTORATE

ELECTRICAL TECHNICIAN

Salary: R299 986.96 per annum. (Excluding benefits)

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

Duties and Responsibility: 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 that 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.

MAYOR'S OFFICE

ADMIN OFFICER: PUBLIC PARTICIPATION

Salary : R265 015.01 per annum (Excluding benefits)

Requirements: An NQF level 6, relevant B-Degree / Public Management or equivalent. A minimum of two (02) years' experience. Knowledge of local government legislations (Municipal Finance Management Act, Municipal Systems Act, Municipal Structures Act, etc.) Good communication and interpersonal skills, facilitation skills, analytical skills, organizing skills, office administration and report writing skills. A valid driver's license and computer literacy.

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Duties and Responsibilities: Assist in ensuring a continuous interaction between the Council and the community. Facilitate consultation programs on IDP/Budget, policies and by-laws, etc and other consultative processes as required by legislation. Record inputs and feedback to communities. Assist in organising ward committee meetings in consultation with councillors, attend and take minutes. Receive and register reports from ward committees. Perform any other official duties delegated by the supervisor. The successful candidate shall report to the Chief Admin Officer: Public Participation.

COMMUNITY SERVICES DEPARTMENT

MANAGEMENT REPRESENTATIVE

Salary: R299 986.96 per annum (Excluding benefits)

Requirements: Requirements: A Diploma in Examiner of Driving License Grade B (Code A and EC), Diploma Examiner of Learners License Grade B (Code A and EC), Diploma Examiner of Motor Vehicles Testing (Code A and EC). A minimum of three years' experience. A valid Code EC Driver's license and PRDP, registered as Grade A Examiner, Registered as Grade B Examiner of Driver's License, excellent computer, negotiations and supervisory skills. A clean criminal record.

Duties and Responsibilities: Plan and coordinate operations of Driving Licenses Testing Centre. Allocate and supervise work of support staff. Ensure adherence to legislations, regulations and operating procedures and standards. Liaise with internal and external clients and stakeholders. Keep records and compile reports on duties performed. Manage testing equipment's. Coordinate registration of users on the eNatis System. Serve as a relieve Examiner. Coordinate internal and external audit processes. Verification of work performed.

ENVIRONMENTAL OFFICER

Salary: R265 015.01 per annum (Excluding benefits)

Requirements: National Diploma in Environmental Health management. Computer literacy, sound communication skills, Negotiation skills. Minimum two (02) years relevant experience. A valid motor vehicle drivers' licence.

Duties and Responsibilities: Identify with Community Services strategy with respect to service delivery, defines implements and monitors the short term plans o objectives for the Environmental Management Functionality. Formulates and implements procedures, systems and controls to regulate specific work sequences and general practices /processes as prescribed by environmental legislation and by-laws. Develops and implementation environmental management pro-

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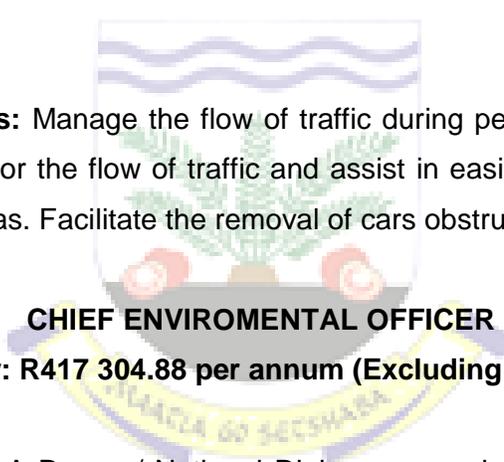
grammes. Performs environmental health related inspection activities to determine the health adherence. Facilitate and manage contracts for environmental health services to provide the community with an effective and efficient health services. Develops good relations and effective communication between stakeholders and the municipality and monitors and evaluates work methodology of implementing agents and service providers.

TRAFFIC OFFICER (THREE POSTS)

Salary: R227 101.33 per annum (Excluding benefits)

Requirements: Basic Traffic Diploma, A valid driver's license, At least two to three years experience. Ability to communicate in English. Computer literacy. Be responsible. Ability to work under pressure.

Duties and responsibilities: 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.



CHIEF ENVIROMENTAL OFFICER

Salary: R417 304.88 per annum (Excluding benefits)

Requirements: Grade 12, A Degree/ National Diploma or equivalent qualification in Environmental Health Sciences. A minimum of Three to Four years' experience in the field of Environment, Waste Management, Parks and Cemeteries. Knowledge of Environmental and/or Municipal legislations. 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: Conduct inspections and investigations of residential, commercial, open spaces, public facilities and other occupied premises. Ensure compliance to by-laws and statutory legislations. Facilitate awareness and educational programmes on environmental health. Promote safe and healthy living to the community. Monitor/ supervise all cleaning sites to ensure that they are properly cleaned. Compile attendance registers for staff payment, e.g. Overtime. Compile requisitions for cleaning equipment. Ensure that all sites have enough swivel

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drums and skip bins for waste collection. Attend to communities or cleaner queries/ complaints and find ways to resolve issues. Ensure that all environmental management projects are implemented. Attend environmental management forum meetings on behalf of municipality.

ENATIS OFFICER

Salary: R265 015.01 per annum (Excluding benefits)

Requirements: A Diploma in Examiner of Driving License, Diploma Examiner of Motor Vehicles Testing or Equivalent. A minimum of 2 years eNatis experience. A valid Code EC Driver's license. Must have obtained full eNatis user certificate.

Duties and Responsibilities: Performs specific procedural applications associated with screening, testing, invigilation and marking of learner's license applications. Supervise the registering of face value and issuing of traffic register. Perform administration in the Licensing section and all related tasks as prescribed in the Road Traffic Act, 93 of 1996. Perform the administrative duties required to sustain the function of Motor Vehicle Licensing Registering Authority. Registering of Motor vehicles and Licensing of Motor vehicles. Supervise the issuing of PRDP and processing of roadworthy certificates. Perform eNATIS administration. Attend to the queries raised in relation to issuing of licences, both drivers and motor vehicles to ensure customer service delivery. Performs specific procedural applications associated with screening, testing, invigilation and marking of learner's license applications. Bookings of Learners Licenses and Driving Licenses. Issuing of Learners Licenses and Driving Licenses. Completion of all transactions with the prescribed administrative specifications and regulations as prescribed in the Road Traffic Act, 93/1996. Performs the overall supervision of the eNATIS section in the Sub-Office's DLTC.

CORPORATE SERVICES DEPARTMENT

EMPLOYEE HEALTH AND WELLNESS PRACTITIONER

Salary: R265 015.01 per annum (Excluding benefits)

Requirements: An NQF level 6, relevant B-Degree in Social Work/Social Science or equivalent. At least two (02) years' relevant experience. Registration with the relevant professional body. Knowledge of legislative requirements pertaining to the field of health and wellness. Ability to act

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independently. Good human relations to interact with personnel and the public. A valid driver's license and computer literacy.

Duties and Responsibilities: Provide integrated wellness services which include: Employee Assistance Programme (EAP), Health Promotion, Physical wellness and HIV/AIDS, TB and chronic disease management programmes. Collaboratively work with municipal employees and other members / stakeholders affecting productivity in the workplace. Provide health and wellness services that enhance mental health, support positive lifestyle change, coping skills, and healthy relationships, productivity and moral emotional difficulties, anxiety, depression, trauma, substance abuse and emotional difficulties. Provide support with regard to bereavement, physical and mental illnesses, family issues and cases related to family violence and self-abusive behaviour. Determine the recommended intervention for employees. Facilitate Employee Health and Wellness (EHWP) profile training for appropriate staff. Develop process for sourcing and managing additional resources received through EHWP. Provide broad brush assessment. Develop action plans. Oversee other professional services provided to administrative support staff. Develop and implement EHWP and related policies and programme. Ensure development and implementation of HIV/AIDS strategy in the municipality. Provide counselling services to employees and family members. Conduct HIV/AIDS counselling and testing. Provide care and support to employees and family members. Conduct training to employees on HIV/AIDS, TB and other related ailments.

DEVELOPMENT AND TOWN PLANNING DIRECTORATE.

CHIEF ADMIN OFFICER: LAND USE LAW ENFORCEMENT

Salary: R417 304.88 per annum (Excluding benefits)

Minimum Requirements: Degree in Law or equivalent. A minimum of three (03) years' appropriate experience in law enforcement function. Registered with SACPLAN. Understanding of Town planning process, legislations and policies.

Duties and responsibilities: Perform operational duties to enforce the provisions of the relevant Town Planning legislation, National Building Regulations and Council 's advertising signs and by-laws to ensure legal compliance. Issuing of contravention notices. Provide a public advisory service with regards to planning contraventions. Perform any other tasks that are delegated by the supervisors.

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LAND USE REGISTRAR

Salary: R265 015.01 per annum (Excluding benefits)

Minimum Requirements: National Diploma in Development Studies/Town and Regional Planning or equivalent. Code B drivers 'licence, Registered with SACPLAN. Good technical planning skills. Minimum of two (02) years relevant working experience.

Duties and Responsibilities: Record all level applications as received from applicants regarding township planning, re-zoning, removal of restrictions and applications where objections were received. Record all data as required by SPLUMA legislation. Co-ordinates all inputs/reports from other departments. Compile report /item to be submitted to the Tribunal. Liaise with applicants when required. Liaise with the Administrator regarding submissions of items to the Tribunal. Record all consent use of applications, subdivisions, consolidations, PTO's and all advertised applications. Perform any other tasks delegated by supervisors.

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. 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, certified copies of qualification, and ID. Short listed candidates may 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.

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

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Closing date: 08 February 2019

MUNICIPAL MANAGER
Dr.SIROVHA K.I

