

Greater Letaba Municipality

P. O. Box 36, Modjadiskloof, 0835 Tel: (015) 309 9247, Fax: (015) 309 9419 4 Botha Street, Civic Centre, Modjadiskloof
www.greaterletaba.gov.za



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Greater Letaba Municipality invites suitably qualified candidates to apply for the following positions:

INFRASTRUCTURE, DEVELOPMENT AND PLANNING

DIRECTOR: INFRASTRUCTURE, DEVELOPMENT AND PLANNING
(5 years contract)
REMUNERATION PACKAGE:
R592 017.00 – R665 187.00 – R738 358.00 p.a
(Total remuneration package will be paid as per the applicable Determinations on Upper Limits)

REQUIREMENTS: A Bachelor of Science Degree in Engineering / BTEch: Engineering or equivalent from a recognized accredited institution. Registration with the Engineering Council of South Africa (ECSA) and/or the South Africa Institute of Civil Engineers (SAICE) / any recognised relevant engineering professional body will be an added advantage. Five (5) years' experience at middle management level, or as programme/project manager, of which 3-4 years must be at professional / management level engineering management experience. Must have obtained or be pursuing a Qualification relating to the National Treasury Competency Requirements for Senior Officials i.e. CPMD/MFMP/ELMDP. A code EB driver's license is essential.

KNOWLEDGE AND COMPETENCIES: Good knowledge and understanding of relevant policies and legislation. Good knowledge and understanding of institutional governance systems and performance management. Must have extensive knowledge of the public office environment. Must be able to formulate engineering master planning. Project management and implementation, infrastructure, IDP development and implementation processes. Must be knowledgeable in conducting of feasibility studies, construction designs and roads, water and electricity reticulation. Must be computer literate and possess proven skills in respect of planning and organizing, problem solving, presentation, conflict resolution, communication and people management.

KEY PERFORMANCE AREAS: Develop and implement IDP and appropriate strategies, plans and policies for Local Economic Development that are aligned to the District. • Municipality, Provincial and National Government development initiatives. • Authorise, monitor and control infrastructure implementation. • Develop and improve infrastructure management procedures and systems. • Ensure compliance with the requirements of all relevant applicable legislation and other related prescripts. • Accountable for maintenance and efficiency of operation of adequate, electricity, adequate clean water and sanitation supply, roads, storm water drainage and kerbing. • Manage the compilation and submission of monthly, quarterly, mid-term and annual directorate reports in line with the legislative requirements for council and other organs of the state and ensure that they support municipal programme. • Oversee the enforcement of planning and building regulations to ensure compliance. • Oversee and manage council property accordance with policy and laid down procedures.

SUPERINTENDENT: MECHANIC

Salary: R246 360. 00 per annum

REQUIREMENTS: Trade tested mechanical artisan qualification. Code EC 1 driver's license. A minimum of 3 years relevant experience in diesel and petrol driven vehicles.

DUTIES AND RESPONSIBILITIES: Supervise the mechanical section operations. Communicate with the subordinates to establish material and resources necessary against specific works orders. Interact with the Engineering Stores and check allocated components and materials against job cards prior to commence of work load. Insert the relevant information (quantitative and qualitative) and or details of activities and forward to the relevant offices for processing. Receive the status of hydraulic driven mechanisms and communicate any malfunction to the subordinates. Drive and test vehicles to assess operating functionality and safety. Diagnosing faults through the application of visual and other related mechanical inspection and investigate procedures. Check the functionality of replacement parts and execute the necessary adjustment and setting sequences.

OFFICE OF THE MUNICIPAL MANAGER

PERSONAL ASSISTANT TO THE MAYOR

Salary : R342 705. 72 per annum (Excluding benefits)

REQUIREMENTS: A relevant B-degree, National Diploma in Public Management or Equivalent. Computer literacy. Knowledge of local government, community organisations and its dynamics. Code B drivers' licence. Knowledge of customer service and protocol will be an added advantage.

COMPETENCIES: Communication and interpersonal skills,organizing skills, articulative and innovative. Must be able to maintain confidentiality and ability to work under pressure.

DUTIES AND RESPONSIBILITIES: • Attend to matters requiring external liaison (written and personal). Accompany the Mayor on his official events. Assist in administering the mayor's diary. • Perform administrative duties in the office of the Mayor. Assist with arrangements of municipal events and projects. • Administer and handle queries directed to the Mayor. • Coordinate meetings between the office of the Mayor, other office bearers and stakeholders. • Arrange travelling and accommodation of the Mayor. • Attend and take minutes of meetings arranged by the Mayor.

CHIEF ADMIN OFFICER: PMS

Salary: R342 705.72 per annum

REQUIREMENTS: A relevant B-degree, National Diploma in Administration/ Human Resources or Equivalent. A thorough knowledge of computer applications (Microsoft Word, Excell, Powerpoint, etc). A minimum of 3 years experience in Performance Management System (PMS). Code B drivers' licence.

DUTIES AND RESPONSIBILITIES: • Provide inputs into and generating aspects that should be included in the Organisational Strategic Plan and IDP during the development and review process. • Provide inputs in the development of institutional and sectional SDBIP. • Assist in the development of standards for performance in order to ensure standardisation of performance of level of Municipality. Attend to enquiries relating to performance management. • Assist with overall implementation of the performance management system / cascading to lower categories. • Maintain the individual performance management system and integrate with organization performance. • Assist various directorates with the implementation of the performance management system within their structure. Consult with communities with regards to performance management system. Verify the physical performance of projects and programmes implemented by the municipality. • Develop and submit reports to relevant stakeholders as per regulations. • Coordinate Institutional Performance Review and prepare reports for the meetings. • Monitor compliance in municipality in terms of regulations.

INTERN: INTERNAL AUDIT

Salary: R100 000-00 Per annum (two years contract)

REQUIREMENTS: A relevant B- Degree or National Diploma in Internal Auditing or equivalent. The interns will be expected to sign an internship agreement in addition to the employment contract.

Internship overview: The MFMP 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.

DUTIES AND RESPONSIBILITIES: Assist the office to develop a strategic based internal audit and audit plan, Establish risk- based audit programs. • Conduct audit testing of specified area and identify reportable issues and dimensions of risk. • Review the suitability of internal control design. • Determine compliance with policies and procedures. • Verbally communicate findings to management and draft comprehensive and complete report of audit area. • Participate in training programs in various audit areas in line with approved audit plan.

CORPORATE SERVICES DIRECTORATE

ASSISTANT DIRECTOR: CORPORATE SERVICES

Salary: R407 402. 40 per annum.(Excluding benefits)

REQUIREMENTS: A relevant B degree, National Diploma or equivalent qualification in Administration/HRM/Legal. An in-depth knowledge of corporate services and service delivery. A minimum of 4 years' experience in corporate services and 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 a Qualification relating to the National Treasury Competency Requirements for Senior Officials i.e. CPMD/MFMP/ELMDP.

DUTIES AND RESPONSIBILITIES: • Manage and supervise the Corporate Service Directorate: Human Resource section, Legal services, Records Management, Customer services and Secretariat section. Consolidate the Directorate reports, e.g. Quarterly reports, Audits Committee reports, Portfolio and EXCO Committee. Responsible for both National, Provincial hotlines and Municipal complaint and query register. Ensure the timeous availability of the portfolio, Executive Committee and Council schedules and agendas. Delegate the execution of resolutions taken at management and executive levels for implementation. Monitor and report to the Director the progress on the implementation of such resolutions. Evaluate performance of all employees. Prepares and compile the annual report and mid-term reports of the municipality. • Handling all queries relating to the Directorate and its sub-sections.

OCCUPATIONAL HEALTH AND SAFETY OFFICER

Salary: R217 639. 80 per annum

REQUIREMENTS: A relevant degree/ National diploma or equivalent qualifications in the Occupational Health and Safety environment. A minimum of 3 years' experience in the OHS environment. Membership with the OHS regulatory body will be an added advantage. A thorough knowledge of the Occupational Health and Safety Act. A valid driver's license.

DUTIES AND RESPONSIBILITIES: Ensure and enforce the implementation of the Occupational Health and Safety Act and Regulation in the Municipality. Effectively manage general administration and safety regulations. Ensure workplaces are certified with certificate of compliance. Evaluate and monitor the level of compliance at work place. Conduct work site audit and inspection within the Municipality. Conduct incidents investigations in the Municipality. Provide technical advice to various sections within the Municipality. Prepare health and safety specification within various sections of the Municipality. Advise the Management on the Health and Safety of the employees and further make recommendations on the correct placement of such employees.

BUDGET AND TREASURY

CHIEF ADMIN OFFICER : SUPPLY CHAIN MANAGEMENT

Salary: R342 705.72 per annum

REQUIREMENTS: An appropriate 3 year Degree/Diploma in Finance/ Supply Chain/Purchasing/Procurement Management • Minimum of 3 years proven experience in the field of Local Government Finance, Procurement and Tender Management. • Applicants should have a high level of discipline, communicative and interpersonal skills, analytical, innovative problem-solving skills and time-managing skills. Thorough knowledge of Local Government Procurement Legislation, Computer Literacy and Code C1 driving license or equivalent.

DUTIES AND RESPONSIBILITIES: • Coordinate and control SCM processes in terms of the municipal SCM policy. Supervise and control SCM personnel with regard to performance, productivity and discipline. • Ensure development of tender notices. • Ensure compliance with Council's SCM policy, SCM regulations, Treasury regulations and other applicable legislation. • Interact with suppliers and vendors. • Attend and participate in meetings to provide information on specific SCM processes and procedures. • Promote and implementation of BEE Programs • Manage the flow/distribution of SCM information within the Municipality to ensure that directorates are informed of all information pertaining to SCM as per National Treasury Guidelines • Ensure that internal support is provided to directorates on acquisition, demand, contract and tendering issues • Compile statutory reports in terms of the MFMA and the Supply Chain Management Regulations • Supervise acquisition and demand personnel in the SCM Unit. • Coordinate and control administration of invitation for quotations, competitive bids and the handling, opening and recording of bids. Serve in SCM committees.

ASSET AND FLEET OFFICER

Salary: R217 639. 80 per annum

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 3 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.

ACQUISITION OFFICER

Salary: R217 639. 80 per annum

REQUIREMENTS: An appropriate 3 year Degree/Diploma in Finance/ Supply Chain/Purchasing/Procurement Management • 2 - 3 years proven experience in the field of Local Government Finance, Procurement and Tender Management. • Applicants should have a high level of discipline, communicative and interpersonal skills, analytical, innovative problem-solving skills and time-managing skills. Thorough knowledge of Local Government Procurement Legislation, Computer Literacy and Code C1 driving license or equivalent.

DUTIES AND RESPONSIBILITIES: • Prepare orders for various directorates and make requisitions. Request quotations from suppliers in terms of the municipal supply chain management policy. Prepare tender documentations. Attend briefing sessions. Filing of documents. Coordinate and control procedures in respect of procurement. • Receive and verify information recorded. • Developing tender notices. • Ensure compliance with Council's SCM 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. • Assist in the promotion and implementation of BEE Programs • Manage the flow/distribution of SCM information within the Municipality to ensure that directorates are informed of all information pertaining to SCM as per National Treasury Guidelines • Provides internal support to Departments on Procurement, Contract and Tendering issues • Compile statutory reports in terms of the MFMA and the Supply Chain Management Regulations • Supervise acquisition staff in the SCM Unit. • Administering and coordinating the public invitation for quotations, competitive bids and the handling, opening and recording of bids.

COMMUNITY SERVICES DEPARTMENT

ASSISTANT DIRECTOR: ENVIRONMENTAL, WASTE MANAGEMENT, PARKS AND CEMETERIES.

Salary: R407 402. 40 per annum.(Excluding benefits)

REQUIREMENTS: A relevant B degree, National Diploma or equivalent qualification in Environmental Sciences. A post-graduate degree in Environmental Sciences will be an advantage. An in-depth knowledge of Environmental science and service delivery. A minimum of 4 years' experience in the related field of Environment, Waste, Parks and Cemeteries. Knowledge of Environmental and Municipal legislations: MFMA, MSA 32/2000, MSA 117/1998. Must have obtained or be pursuing a Qualification relating to the National Treasury Competency Requirements for Senior Officials i.e. CPMD/MFMP/ELMDP.

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 Code B driver's license.

DUTIES AND RESPONSIBILITIES: • Manages inspections and investigations of residential, Commercial or other occupied premises and public facilities to determine compliance to by-law 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. • Manages the evaluation of awareness and adequacy procedures related to refuse and waste handling. • Manages 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.

MANAGEMENT REPRESENTATIVE

Salary: R217 639. 80 per annum

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 3 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.

Competencies: In-depth knowledge and extensive understanding of testing and licensing, Ability to work long hours and under pressure, Interpretation and implementation of policies, legislative and national policy frameworks, Report writing skills, Coordination and supervisory skills.

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.

ADMIN OFFICER: eNATIS

Salary: R217 639. 80 per annum

REQUIREMENTS: A Diploma in Examiner of Driving License, Diploma Examiner of Motor Vehicles Testing or Equivalent. A minimum of 3 years eNatis experience. A valid Code EC Driver's license. Must have obtained full eNatis user certificate.

COMPETENCIES: In-depth knowledge and extensive understanding of eNatis. Ability to work long hours and under pressure, Interpretation and implementation of policies, legislative and national policy frameworks, report writing skills, coordination and supervisory skills. Computer literacy, accuracy, bilingualism and interpersonal skills.

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, 93/1996. 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 roadway 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 learners 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.

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 these positions and candidates whose appointment promote representation will receive preference. The municipality reserves the right not to fill any of the advertised position(s).

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, academic records, Identity Document and driver's licence. 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 these posts, you give the municipality consent to process your personal information.

The successful candidates will be subjected to security vetting, required to submit disclosure of financial

interest. The candidate successful for Director: INDEP will be expected to sign an employment contract and a performance agreement. Recommended candidates will be subjected a 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, Modjadiskloof 0835, or applications may be hand delivered at the Municipal Offices. Civic Centre, Botha Street, Modjadiskloof. Faxed or e-mailed applications will not be considered. Enquiries: Ms Mahlagaume T.M @ 015 309 9246/7/8

Closing date: 12 February 2016

Mrs MASHABA T.G (MUNICIPAL MANAGER)