

GREATER LETABA MUNICIPALITY

P.O Box 36, Modjadjiskloof, 0835, Tel (015) 309 9246/7/8,
Fax (015) 309 9419, Email:greaterletaba@glm.gov.za



INTERNAL ADVERTISEMENT

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

BUDGET AND REASURY DIRECTORATE

SECRETARY: CHIEF FINANCIAL OFFICER

Salary: R 227 101.34

Requirements: Grade 12 and Computer literacy (MS Word, Excel or Power point) or equivalent. A secretarial Qualification will be an advantage. One-year experience. Ability to work independently. Accuracy and ability to pay attention to details. Good interpersonal and communication skills

Duties and Responsibilities: Handle and manage all correspondences referred to the Finance Directorate. Develop, Implement and monitor correspondences route. Provide administrative support for the finance committee meetings. Draft letters and memorandums as requested by finance Director and other senior persons in the Directorate. Ensure smooth running of the directorate's filing system. Make travel and accommodation arrangements for the CFO. Manage the diary, arrange meetings and schedule appointments of the CFO. Perform all the duties and functions delegated by the CFO.

4 X METER READER

Salary: R 140 924.30

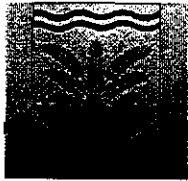
Requirements: Grade 12 and Computer Literacy. Valid Driver's license is an essential requirement for the position.

Duties and Responsibilities:

- Commencing with locating consumption meters and taking readings
- Record and verify accumulated totals on display with figures on the register.
- Deliver accounts for water and electricity consumptions
- Liaise and communicate with the clients owing the municipality
- Check and identify the status of connections and records any acts of tempering and damages incurred on connections and flow meters.
- Forwarding completed schedules to the

GREATER LETABA MUNICIPALITY

P.O Box 36, Modjadjiskloof, 0835, Tel (015) 309 9246/7/8,
Fax (015) 309 9419, Email:greaterletaba@glm.gov.za



immediate superior for further processing. Responsible for any queries related to meters both water and electrical.

CORPORATE SERVICES

SWITCHBOARD OPERATOR

Salary: R 140 924.30

Requirements: Grade 12. Certificate in switchboard operation will be an added advantage.

Duties and Responsibilities: Operate the switchboard. Attend telephone bills. Answering and transferring of calls. Allocation of pin code to the new staff. Applications of telephones, direct lines, and cell phones. Handling of telephone queries.

MESSENGER

Salary: R 140 924.30

Requirements: Grade 12 or equivalent. Ability to read and write. Good language and communication skill. A valid driver's licence will be an added advantage.

Duties and Responsibilities: • Render messenger services for the Institution. Render general administration support for the Institution. • Handle correspondence in the Institution and surrounding areas as requested by the Supervisor. • Deliver post at various municipal offices. • Deliver internal post at different offices within the Municipality. • Collect post from offices and deliver to other offices. • Deliver all records/ documents on times as instructed in line with rules and regulations specified in your work area. • Perform any other official duties delegated by the supervisor.

TECHNICAL SERVICES

BUILDER

Salary: R 227 101.34

Requirements: ABET level 4 or equivalent. Relevant education and certificate will be an added advantage.

Duties and Responsibilities: Interpreting plans or organising plans to be drawn that meet building code regulations. Perform basic bricklaying functions such as plastering, cutting and laying of

GREATER LETABA MUNICIPALITY

P.O Box 36, Modjadjiskloof, 0835, Tel (015) 309 9246/7/8,
Fax (015) 309 9419, Email:greaterletaba@glm.gov.za



blocks and bricks. Supervising contractors or employees. Calculating quantities and costs and sourcing of building materials and labour.

PAINTER

Salary: R 227 101.34

Requirements: ABET level 4 or equivalent. Relevant education and certificate will be an added advantage.

Duties and Responsibilities: Read instructions and examine surfaces to determine the kind and amount of work necessary. Make on-site preparations such as building, scaffolding, covering fixtures etc. Preparing walls and other surfaces for painting by scraping. Fill cracks and holes with appropriate material. Mix paint.



2X TIPPER TRUCK DRIVER

Salary: R 159 068.01

Requirements: Grade 12 or ABET or equivalent. A valid code EC driver's license. A minimum of 2 years driving experience.

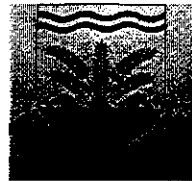


Duties and Responsibilities: Drive the tipper truck to areas of destination. Drive other heavy and light vehicles when required. Monitor performance of the subordinate and ensure adherence to occupational safety rules and regulation. Carry out the prescribed pre-trip inspection and report any problems to the immediate supervisor. Report the vehicle to fleet and asset management section for service intervals. Complete log book and prepare monthly returns. Prepare daily tasks by receiving instructions from supervisor to load all necessary material and machinery into the vehicle with assistance from the General Workers. Perform any other duties required by the supervisor. The successful candidate shall report to superintendent: Storm Water and Gravel Roads.

"To be the leading municipality in the delivery of quality services for the promotion of socio-economic development"

GREATER LETABA MUNICIPALITY

P.O Box 36, Modjadjiskloof, 0835, Tel (015) 309 9246/7/8,
Fax (015) 309 9419, Email:greaterletaba@glm.gov.za



COMMUNITY SERVICES

FOREMAN LAWNMOWER

Salary: R 140 924.30

Requirements: ABET level 4 or equivalent. Relevant education and certificate will be an added advantage. Knowledge of operating lawnmower. A minimum of 1-year work experience.

Duties and Responsibilities: Supervising Lawnmower operators and general worker. Direct and develop team members to ensure quality work is performed. Caring for equipment and ensuring safety of members.

ASSISTANT LIBRARIAN

Salary: R 227 101.34

Requirements: Grade 12 or equivalent. Computer literacy. Love books and reading. Have communication and interpersonal skills associated with any high public contract position.

Duties and Responsibilities: Cataloguing, loaning and shelving books, magazines and other materials. Distributing library cards. Helping visitors locate resources. Updating registrations. Maintaining electronic database. Processing, including identifying and acquiring library materials. Preparing library material for use and conservation of library materials. Bibliographic searching and retrieval. Serials processing. Check in and out material at the circulation desk. Receive payments for fines.

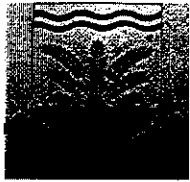


Greater Letaba Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of these positions and candidates whose appointment will promote representation will receive preference. The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

Interested 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 CV and certified copies of qualifications, ID and

GREATER LETABA MUNICIPALITY

P.O Box 36, Modjadjiskloof, 0835, Tel (015) 309 9246/7/8,
Fax (015) 309 9419, Email:greaterletaba@glm.gov.za



drivers licence. Shortlisted candidates shall 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 penalised for canvassing.

Submit your applications at the Human Resource Offices at number D3 & D5, 44 Civic Centre, Botha Street, Modjadjiskloof and no faxed or e-mailed applications will be accepted.

Enquiries: Mr Mailula M.J. & Ms Lephoto P.T. (015) 309 9246 @ Ext: 7446 & 7512

Closing date: 25 January 2019

MUNICIPAL MANAGER

Dr SIROVHA K.I



"To be the leading municipality in the delivery of quality services for the promotion of socio-economic development"