



# GREATER LETABA MUNICIPALITY

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

## EXTERNAL ADVERTISEMENT BUDGET AND TREASURY OFFICE

### **Assistant Accountant Budget and Reporting**

**Basic Salary: R 343 168.01**

**Requirements:** Grade 12 • A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject • Extensive understanding and knowledge of the application of applicable local government legislation such as MSA, MFMA, and others as applicable • 2-5 years relevant experience required • Computer literacy: MS Office.

**Key performance areas:** Establish and manage credible budgets within legislative, political and administrative mandates • Produce draft budget proposals • Prepare the budget aligned to the IDP and Treasury regulations • Revise budget and prepare adjustment budget • Analyse and interpret reports to external stakeholders in line with prescribed legislation.

### **Billing Officer**

**Basic Salary: R 343 168.01**

**Requirements:** Grade 12 • A relevant 3-year tertiary qualification in Accounting / related field or equivalent • 1-2 years relevant experience required • Computer literacy: MS Office.

**Key performance areas:** Prepare debtors reconciliation • Receive and reconcile income transactional data • Attend to the printing and posting of duplicate bills to customers • Compile reports on overdue debtors • Open and close consumer accounts • Register the accounts in the municipal billing system for correct monthly bills.

## OFFICE OF THE MUNICIPAL MANAGER

### **Secretary to the Mayor**

**Basic Salary: R 294 073.62**

**Type: Contract aligned to the term of office of the office bearer**

**Requirements:** Grade 12 • Relevant post matric qualification, preferably an Administration or Secretarial Diploma or equivalent • Computer literacy: MS Office.

**Key performance areas:** Provide a secretarial service to the Mayor • Organize, maintain and manage the files and records • Attend to all enquiries and correspondences directed to the Office • Handle all correspondences.

### **Secretary to the Speaker**

**Basic Salary: R 294 073.62**

**Type: Contract aligned to the term of office of the office bearer**

**Requirements:** Grade 12 • Relevant post matric qualification, preferably an Administration or Secretarial Diploma or equivalent • Computer literacy: MS Office.

**Key performance areas:** Provide a secretarial service to the Speaker • Organize, maintain and manage the files and records • Attend to all enquiries and correspondences directed to the Office • Handle all correspondences • Making all arrangements for meetings, notification, venue, refreshments, stationery, presentation aids and taking of minutes • Managing the diary of the Speaker.

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

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## TECHNICAL SERVICES DEPARTMENT

### Mechanic

**Basic Salary: R 294 073.62**

**Requirements:** Grade 12/ N3 certificate • Valid Trade Certificate • Be able to read and understand drawings and schematics • 1-2 years relevant experience required • Valid Driver's license.

**Key performance areas:** Perform the job as outlined in the work order and as per the detailed task list • Attend to breakdown quickly and safely • Conduct maintenance and breakdowns as required • Communicate if spares, equipment or other factors were not available for job on the work order • Driving and testing plant or vehicles to assess operating functionality and safe.

## COMMUNITY SERVICES DEPARTMENT

### eNatis Officer:

**Basic Salary: R 343 168.01**

**Requirements:** Grade 12 • Diploma in administration/management or equivalent • 3 – 5 years eNatis experience • Code B driver's license • Must have obtained eNatis certificate • Knowledge of legislative prescripts relating to NRTA and eNatis • No criminal record • Computer literacy: MS Office.

**Key performance areas:** 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 • Issuing of PrDP and processing of roadworthy certificates. • Perform eNATIS administration and enquiries to ensure customer service delivery • Bookings of Learners Licenses and Driving Licenses • Issuing of Learners Licenses and Driving Licenses • Manage daily cashing up of the income generated.

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Greater Letaba Municipality is an equal opportunity affirmative action employer. Applications should be submitted on an official application form obtainable from the municipal website ([www.greaterletaba.gov.za](http://www.greaterletaba.gov.za)) or Greater Letaba municipality offices and must be accompanied by a curriculum vitae, certified copies of qualifications, Identity Document, and driver's license. Forward applications to: The Municipal Manager, Greater Letaba Municipality, P.O. Box 36, Modjadjiskloof 0835, or applications may be hand delivered at the Municipal Offices, Civic Centre, Botha Street, Modjadjiskloof. Faxed or e-mailed applications will not be considered. Correspondences will only be entered into with short listed candidates. Applicants will be penalized for canvassing.

Enquiries must be directed to Mr Lekhota M.P or Lebepe N at 015 309 9246.

Closing date: 30<sup>th</sup> April 2024 at 10h00.

  
MUNICIPAL MANAGER  
SEWAPE M.O.

10/04/2024  
DATE

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