

# 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:**

## **CORPORATE SERVICES DIRECTORATE**

### **ASSISTANT DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT)**

**Salary: R380 749.92 Per annum.(Excluding benefits)**

**Requirements:** A National Diploma in Information Technology (or equivalent qualification) - NQF6. A minimum of 3 years' experience in ICT Governance and ICT Services. A valid driver's licence. Good communication skills. Good interpersonal relations. Ability to work as a team and under pressure. **Competencies:** Knowledge of Local Government: Municipal Systems Act, Municipal Finance Management Act, State Information Technology Act, Electronic and Communications Act, Electronic Communications Security Act, Preferential Procurement Policy Framework Act, Municipality: Supply Chain Management Policy. IT Operating. Business Writing. IT Operating Systems. Budgeting and Financial Management. Communication and Information Management. Customer Focus and Responsiveness. People and Performance Management. Project management. Team leadership. Risk Management and Governance Change Management.

**Duties and Responsibilities:** Coordination ICT Governance framework implementation and monitoring. Develop Strategic ICT Plan. Ensure monitoring of Compliance in all ICT Standards, Policies and Guidelines. Coordinate Systems and Network administration (security management, user account management, e-mail systems including e-mail web server and internet access). Ensure the security of data from internal and external attack. Design and manage network infrastructure projects as per budget. Coordinate receipt and allocation of ICT assets and ensure optimal deployment of resources. Maintain an ICT Assets Register. Implement, test and manage the Municipality's disaster recovery programme. Coordinate the management of servers, ensuring that each server has 100% uptime. Supervise ICT equipment suppliers to ensure that their service level agreement maintenance is carried out satisfactorily. Diagnose hardware problems, and advising the Director. Conduct ICT risk assessments and advise management on risk mitigations. Conduct needs analysis of user requests and advice on the acquisitions or development of all applications and upgrades. Maintain contractual agreements with database providers, including licensing and support.

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## ADMINISTRATION OFFICER: LEGAL SERVICES

**Salary: R203 401.72 Per annum**

**Requirements:** A relevant B. Degree in Law. An LLB Degree will be an added advantage. A minimum of two years experience in Legal environment. Ability to research and interpret statutes. Computer literacy. Presentation and negotiation skills.

**Duties and Responsibilities:** Conduct investigations and research statutes, case law and other legal precedents. Compile and submit legal reports and opinions to the Council. Develop and vet contract, service level agreements and memorandum of understandings. Receives and attend referrals and legal queries from the stakeholders. Liaise with the Human Resources division for the implementation of disciplinary enquiry's outcomes etc. Coordinate the interaction of the council and external legal practitioners on legal matters. Develop and review relevant policies and by-laws of the municipality. Develop and monitor implementation of delegation of powers in the municipality. Establish and maintain legal library of the municipality.

## SECRETARY: CORPORATE SERVICES DIRECTOR

**Salary: R174 302.52 Per annum**

**Requirements:** Grade 12 and Computer literacy (MS Word, Excel and Power point) or equivalent. A secretarial qualification will be an advantage. One to two years appropriate 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 Corporate Services Directorate. Develop, Implement and monitor correspondences route. Provide administrative support for the Corporate Services committee meetings. Drafts letters and memorandums as requested by the Director and other senior personnel in the Corporate Services Directorate .Ensure smooth running of the directorate's filing system. Make travel and accommodation arrangements for the Director. Manage the diary, arrange meetings and schedule appointments of the Director. Perform all duties and functions delegated by the Director.

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## FINANCE DIRECTORATE

### ASSISTANT DIRECTOR: REVENUE

**Salary: R380 749.92 Per annum.(Excluding benefits)**

**Requirements:** A relevant B degree or National Diploma in Accounting or Equivalent. Three years experience in Finance. The candidate must have obtained or be pursuing the Minimum Competency Level Qualification as prescribed by the National Treasury Regulations. Comprehensive knowledge of Municipal Financial Systems. A progressive, committed and result driven individual. A high degree of aptitude in operational planning and motivation. A high degree of professionalism and the ability to command respect. Valid driver's license is an essential requirement. Demonstrate an in-depth understanding of the local government legislations with specific focus on Municipal Finance Management Act (MFMA), display effective communication skills and work as part of a multidisciplinary team, manage own workflow and time, be able to work under pressure, possess refined analytical and report writing skills and have advanced computer skills as a support tool to enhance service delivery.

**Duties and Responsibilities:** •Manage and verifying transactional recordings, debtor reports and summaries and processing or approving adjustments to entries. •Controlling the reconciling of debtor accounts and the overdue debtors and/or communicating, calculating and establishing payment terms and conditions with defaulters or approving specific payment arrangements. • Manage Debtor Age analysis reports and check the status of accounts with a view to referring arrears/overdue accounts for further action. •Analyzing and preparing reports on the status of revenue accounts and making available explanations on specific variances. •Manage financial statements detailing the financial transactions and cash flow for the accounting period. • Manage revenue related accounting records in respect of service, billings and levies. •Supervise, guide and assist staff in the Debtor Management division. •Assist the Chief Financial officer with the planning, organizing, coordination, delegation and control of all activities in the Debtors division. •Apply and implement all relevant policies, regulations, by-laws and legislation as required at Local Government Level. •Monitor the year end function routine functions relating to the division. •Reconcile consumer debtors control account with age analysis per type of service levied. •Keep record of, review and implement approved credit control and debt collection policy as well as by-Laws and Council resolutions indicating such approval. • Control the processing of debtors accounts and distributions thereof.

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## **ASSISTANT ACCOUNTANT: BUDGET CONTROL AND FINANCIAL REPORTING**

**Salary: R203 401.72 Per annum**

**Requirements:** A relevant B Com degree or National Diploma in Accounting or Equivalent. Valid drivers license is an essential requirement and advanced computer literacy. One to two years relevant experience.

**Duties and Responsibilities:** • Capture future cash flows from departments on projected capital expenditure. • Assist with transfer of funds within the departments. • Assist the departments with the identification of roll over projects and funds shifted between multiyear allocations. • Collect information from various departments made on the implementation of SDBIP. • Assist directorates in the completion of documentation for line item budget. Update and maintain the financial system in accordance with financial procedures manual to facilitate data accuracy and information congruency in financial reporting. • Assist in compiling monthly budget and annual reports for National Treasury and forms for council in accordance with statutory regulations.

## **SECRETARY: CHIEF FINANCIAL OFFICER.**

**Salary: R174 302.52 Per annum**

**Requirements:** Grade 12 and Computer literacy (MS Word, Excel and Power point) or equivalent. A secretarial qualification will be an advantage. One to two years appropriate 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. Drafts letters and memorandums as requested by finance Director and other senior personnel in Finance 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 duties and functions delegated by the CFO.

## **INTERNS: FINANCE (Four Positions)**

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

**Requirements:** A relevant B Com degree or National Diploma with Accounting or equivalent. The interns will be expected to sign an internship agreement in addition to the employment contract.

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**Internship overview:** The MFMIP 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.

## **ASSET AND FLEET OFFICER**

**Salary: R203 401.72 Per annum**

**Requirements:** A relevant B degree or National Diploma in Supply Chain or equivalent finance qualifications. Valid driver's license is an essential requirement and advanced computer literacy. 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 data. • Label new assets or re-label assets where necessary. • Reconcile monthly log sheet, issue, control and monitor vehicles in line with policies, control systems and procedure • File transport documents, ( petrol slips and log sheet). • Assist the supervisor with the monthly fleet reconciliation. • Investigate inquiries and submit report to the supervisor for appropriate action. Supervise both the Assets and Fleet offices.

## **MAYOR 'S OFFICE**

### **SECRETARY: OFFICE OF THE SPEAKER AND FULL -TIME COUNCILLORS**

**Salary : R174 302.52 Per annum**

**Requirements:** Grade 12 and Computer literacy (MS Word, Excel and Power point) or equivalent. A secretarial qualification will be an advantage. One to two years appropriate experience. .Ability to work independently. Accuracy and ability to pay attention to details. Good interpersonal and communication skills. Must be able to maintain confidentiality and have the ability to work under pressure.

**Duties and Responsibilities:** • Manage the diary of the Speaker. Handle and manage all correspondences referred to the Office of the Speaker. • Arrange appointments on behalf of the Speaker and full -time councillors. • Drafts letters and memorandums as requested by Speaker and Full time Councillors. Develop, Implement and monitor correspondences route. Ensure smooth running of the Office's filing system. • Attend to other administrative duties in those offices. • Make travel and accommodation arrangements for the speaker and full- time councillors.

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## **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT**

**Salary: R380 749.92. Per annum (Excluding benefits )**

**Requirements:** A relevant B degree or National Diploma in Performance Management and Development System or Service Delivery related qualification. A minimum of 3 years experience in Performance Management or Service Delivery environment. Knowledge of municipal legislations; MFMA, MSA32/2000, MSA 117/1998 and public services legislations; LRA, BCEA, EEA and SDA. Must have obtained or be pursuing the Minimum competency level qualification (ELMD, CPMD or MFMP) as prescribed by Municipal Minimum Competency Regulations, 2007.

**Duties and Responsibilities:** Establish the Performance standards of all Directors in the municipality. Develop, manage and monitor the scorecards of Directors, Conduct the quarterly performances reviewal of the Directors, Cascade the performance management system to all employees in the municipality. Evaluate performance of all employees. Recommend to senior and line managers on performance enhancement criteria's. Handling all queries related to Performance Management.

## **ADMIN OFFICER: COMMUNICATION AND EVENT MANAGEMENT**

**Salary: R203 401.72 Per annum**

**Requirements:** A relevant B-Degree or National Diploma in Communications and or equivalent. A minimum of one to two years appropriate experience. Good interpersonal and communication skills. Valid driver's license.

**Duties and Responsibilities:** Strengthen communication system between Greater Letaba Municipality and National, Provincial and other Municipalities. Distribution of Greater Letaba Municipality and government information to all stakeholders and communities within Greater Letaba Municipality's jurisdiction. Liaise with the media on behalf of the Greater Letaba Municipality. Identify and utilize the best channel of communication for the Municipality. Facilitates the development of the communication strategy of the Greater Letaba Municipality. Facilitates the information sharing platform between the municipality and communities. Popularize the government priorities for each financial year by organizing activities in support of the theme of each month in the annual calendar. Identify the communication needs of the municipality and make analysis for follow up purposes.

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## INTERNS: INTERNAL AUDITING

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

**Requirements:** A relevant B Com 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.

## INFRASTRUCTURE DEVELOPMENT AND PLANNING

### PROJECT MANAGEMENT UNIT MANAGER (PMU)

**Five (05) years contract**

**Salary : R610 591.04 total package per. annum**

**Requirements:** A relevant B Degree or National Diploma in Civil Engineering. 5 Years' experience in Civil Engineering environment. Valid driver's license is essential. Advanced computer literacy. Professional registration or in the process of such registration with ECSA. Projects contract management experience. Excellent knowledge of MIG administration.

**Duties and Responsibilities:** • To integrate, coordinate, and manage projects. To financially administer the MIG • Ensure projects are in compliance with all applicable legislation, policies and conditions applicable to project management. • Project performance and cash flow reviews. • Audit and administer the monthly claims and expenditure. • Liaise with the provincial and the senior MIG managers as well as other line functional departments through formal regular evaluation and progress meetings on an ad hoc basis. • Submission of monthly, quarterly, annual, bi-annual and ad

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hoc reports to COGHSTA as determined by applicable legislation or as required by the sector departmental unit. • Responsible for the management of the PMU Office staff and their respective outputs.

## **ASSISTANT DIRECTOR: ELECTRICAL**

**Salary: R380 749.92 Per annum.(Excluding benefits)**

**Requirements:** Graduate Engineer or Three year National Diploma in Electrical Engineering (Heavy Current) or Certificated Engineer (GCC). At least two years practical experience of operation and maintenance in the Electrical Engineering environment. Valid driver's license is an essential requirement and advanced computer literacy.

**Duties and Responsibilities:** Coordinate, plan and supervise the planning, operation and maintenance of the electrical infrastructure. Render financial management by drawing up proposed budget for the division. Ensure proper preventative maintenance for compliance with safety legislation. Promote a safe working environment by implementation of, and adherence to the Occupational Health and Safety (OHS) Act and Regulations. Ensure electrical equipment is safely tested and certified in terms of legislation.

## **LOCAL ECONOMIC DEVELOPMENT**

### **INTERNS (Two Positions)**

**Salary: R 100.000 per. Annum (Two years contract)**

**Requirements:** Relevant B. Degree or National Diploma in Planning, Tourism and or Entrepreneurship. Excellent Interpersonal and Communication Skills. Advanced Computer literacy.

**Duties and responsibilities:** Assist in administering the implementation of the Integrated Development Plan. Assist in the development and submission of the IDP process plan to the council for adoption. Assist in development and review of the IDP in line with the process plan. Interact with the performance management unit in order to link the IDP and the performance management system. Assist in investigation and research on activities in Local Economic Development within the Greater Letaba Municipality's area. Identify and define immediate, short, medium and long term objectives/plans and controls activities economic development.

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## COMMUNITY SERVICES DIRECTORATE

### **TRAFFIC OFFICER (Two Positions)**

**Salary: R 174 302.52 Per annum**

**Requirements:** Grade 12 and Traffic Diploma or Equivalent. Three years appropriate experience.

**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.

### **INTERN: PMU TECHNICIAN (Two Positions)**

**Salary: R100 000-00 Per Annum. (Two years contract)**

**Requirements:** A relevant B Degree or National Diploma in Civil Engineering or equivalent qualification. Exposure in the Civil Engineering environment. Excellent Interpersonal and Communication Skills. Computer literacy.

**Duties and Responsibilities:** Conduct visit sites to ensure compliance with business plan conditions, Assist in managing labour intensive projects in line with the EPWP, Assist the office in providing technical support and evaluating proposed projects, Assist the PMU section in coordinating and administering service agreements and contracts with contractors and consultants

**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 /promotion 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 persons may send an application letter stating clearly the position the applicant is applying for, certified copies of academic qualifications, certified copies of Academic records and the curriculum vitae must accompany all applications. Short listed candidates will be required to produce original copies of qualifications on or before the appointment.**

**Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 60 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing**

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Please forward all 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** and no faxed or e-mailed applications will be accepted.

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

**Closing date: 05 December 2014**



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