



GREATER LETABA MUNICIPALITY

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

COMMUNITY SERVICES DEPARTMENT

ASSISTANT DIRECTOR: TRAFFIC AND LICENSING (ONE POST)

Basic Salary (level 2): R 293 918.00 P.A. (Excluding benefits)

Requirements: Traffic Diploma, Examiner of Drivers'licences Diploma (Gr.A). Examiner of Motor Vehicle Diploma (Gr.A). Knowledge of eNattis system and registered as eNatis officer Code.6 years appropriate experience. The successful candidate will be subjected to vetting.

Duties and responsibilities:

- Manage and control the provision of administrative traffic and licensing services through the implementation of legislation, policies, procedures and systems.
- Ensure compliance to relevant traffic and licensing legislations and guidelines and management of critical interventions and applications.
- Provide strategic legal and statutory advice and support with respect to specific traffic and licensing functional areas to council.
- Control the operational dimensions and outcomes ensuring that traffic and licensing priorities are adequately addressed and attended to.
- Ensure that all key functional areas are aligned towards sustaining and improving the efficiencies of traffic and licensing department.
- Manage the budget of the traffic and licensing Department.
- Effective management of all licensing and testing centres.
- Manage records to ensure compliance with the National Road Traffic Act and the National Archives Act.
- Oversee management and security of the licensing and registering authorities in the municipality.
- Develop and maintain of traffic management guidelines documentation.
- Creating and managing traffic using various traffic management software.
- Develop and implement internal traffic management processes and systems.
- Enforce adherence to work-flow processes and

deadlines. •Provide support in the implementation and monitoring of Traffic Disaster Management Plans.

EXAMINER: DRIVER'S LICENSE (ONE POST)

Basic Salary (Level 6): R157 015.00 P.A (Excluding benefits)

Requirements: Grade 12 Certificate and examiner of traffic licenses diploma at least grade B. A minimum of three years experience with no previous conviction. A valid code EC driver's license. Ability to communicate in English and at least one African language. Computer literate. The successful candidate will be subjected to vetting.

Duties and responsibilities: •Testing and issuing of professional driving permits. •Conducting tests for learners and driver's licenses. •Conducting eye tests. •Examination and testing of applicants for learners and driver's licenses. •Completion of ISS. •Authorizing and issuing of driving licenses and PRDP'S. •Compilation of weekly and monthly reports for management representative to submit statistical returns to the Office of the Premier. •Evaluation of drivers to drive municipal vehicles. •Ensuring compliance with NRTA 93/96 and its regulations as prescribed and the K53 manuals of the department of Transport as per prescribed test. • Test and issue drivers licenses and complete the required documents.

EXAMINER (LEARNERS LICENSES) (ONE POST)

Basic Salary (Level 6): R157 015- 00 P.A. (Excluding benefits)

Requirements: Grade 12 and examiner of driver's licenses or Traffic Diploma and or Equivalent. Code EC driver's license. The successful candidate will be subjected to vetting.

Duties and responsibilities: •Conducting tests for learners' licenses. •Conducting eye tests. •Testing and issuing of professional driving permits. •Examination and Testing of applicants for learners' and PRDP'S. •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. •Assist to redirect traffic to less congested areas. •Facilitate the removal of cars obstructing the flow of traffic.

GENERAL WORKER (THREE POSTS)

Basic Salary (Level 13): R 74 361.00 P.A (Excluding benefits)

Requirements: ABET and or Equivalent. Relevant experience will be an added advantage.

Duties and Responsibilities: •Cleaning worksites, storing equipment and tools and load materials prior to departure from worksites. •Loading materials and other products and/or holding and guiding plant/equipment during the hoisting and placement.

CHIEF TRAFFIC OFFICER (ONE POST)

Basic Salary (Level 3): R247 243.00 P.A (Excluding benefits)

Requirements: BasicTraffic Diploma, ITO III Diploma / Traffic Management will serve as an advantage. Ability to communicate in English and at least one African language. Computer literacy. Managerial and supervisory skills. High level of responsibility. Ability to work under pressure. Code B drivers' licence. 5 years experience as a traffic officer. The successful candidate will be subjected to vetting.

Duties and responsibility: •Manage and supervise traffic services. •Manage the traffic services fleet. •Attend to execution of correspondence, council resolutions and related administrative matters.

MAYOR 'S OFFICE

SECRETARY OF THE SPEAKER AND FULL -TIME COUNCILLORS (ONE POST)

Basic Salary (Level 7): 134 552-00 P.A (Excluding benefits)

Requirements: Grade 12 and Computer Literacy. A secretariat diploma /certificate will be an added advantage. Telephone etiquette, communication, interpersonal and organizing skills. Must be able to maintain confidentiality and have the ability to work under pressure.

Duties and Responsibilities: •Manage the diary of the Speaker. •Arrange appointments on behalf of the Speaker and full -time councillors when he/she is not available. • Typing of documents and reports. •Attend to other administrative duties in those offices. •Book accomodation and make travel arrangements for the speaker and full- time councillors.

PERSONAL ASSISTANT OF THE MAYOR (ONE POST)

Basic Salary : R247 243.00 P.A (LEVEL 03) (Excluding benefits)

Requirements : National Diploma in Public Relations or Equivalent and Computer literacy. Knowledge of local government, community organisations and dynamics. Telephone etiquette, communication, interpersonal and organizing skills. Must be able to maintain confidentiality and have the ability to work under pressure. Code B drivers'licence.

Duties and Responsibilities: • Attend to matters requiring external liaison in the mayor's office. (written and personal). • Assist with arrangements of municipal events and projects. • Perform administrative duties in the office of the Mayor. • Management of public relations in the mayor's office. • Administration of Mayor's bursary fund. • Administration of the municipality's traditional leaders forum.

CORPORATE SERVICES DEPARTMENT

ADMIN OFFICER: SECRETARIAT (ONE POST)

Basic Salary (Level 6): R157 015.00 P.A (Excluding benefits)

Requirements: National Diploma in Secretariat. Relevant experience will be an added advantage. Must be able to maintain confidentiality and have the ability to work under pressure. Computer literacy.

Duties and Responsibilities: • Ensure effective archive system. • Control of administration of files to ensure that all files are handled and cared for according to the prescribed regulations. • Administration of council matters to ensure effective administration of council. • Control stock issued to the messenger. • Execute record management.

SWITCHBOARD OPERATOR (ONE POST)

Basic Salary (Level 13): R83 497.00 P.A (Excluding benefits)

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.

CUSTOMER CARE OFFICER (ONE POST)

Basic Salary(Level 06): R157 015.00 P.A(Excluding benefits)

Requirements: National Diploma Public Relations / Marketing Management or equivalent qualification and Computer literacy. An additional Certificate in Customer Care will be an added advantage. One year experience in Customer service environment. Excellent communication and interpersonal skills.

Duties and Responsibilities: •Identify and analyze all issues raised by the public. Coordinates the resolutions of complaints by the public. •Recommend possible solutions to the relevant Manager. •Inform the clients with regard to progress made on resolving complaints. •Checking of the suggestion box on a regular basis. •Attempt to address some queries.

INFRASTRUCTURE DEVELOPMENT AND PLANNING

PLUMBER (ONE POST) Re-advertisement

Basic Salary (Level 7): R134 552.00 P.A (Excluding benefits)

Requirements: N3 Artisan and valid driver's license. One year appropriate experience. Trade Test will be an added advantage.

Duties and responsibilities: •Co-ordinate activities associated with the construction and installations of water reticulation networks. •Reading and interpreting drawings/ work orders detailing layout and specifications. •Install valves, flow meters, bends, joins and divert pipes using couplings and seam welding techniques. •Construct support

structures using bricklaying techniques and apply finishing procedures, sealing joints and seams, plastering and covering open spaces. •Visually examining seams, joints and welds on piping reticulation, plumbing systems, fixtures and fittings. Inspect and identify leaks in the system, isolate defective area and commence with repair sequence.

GRADER OPERATOR (ONE POST)

Basic Salary (Level 8): R96 436.00 P.A (Excluding benefits)

Requirements: Grade 12 or ABET literacy and a code 08 driver's license. A Code C or EC driver's license will be an added advantage. Must be healthy without sinusitis or similar problems as the working environment is extremely dusty. Be able to work under pressure. At least one year experience.

Duties and responsibilities : • Operate grader and heavy equipment in a safe and appropriate manner. • Grade roads within the municipal area. • Build roads within the municipal area. • Take care of the grader and other heavy equipment by inspecting, cleaning and maintaining them. • Be prepared to work long hours and even after hours.

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 /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill any of the advertised position(s).

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.

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: Ms Mahlagaume T.M and Mr Shilenge RR @ 015 309 9246/7/8

Closing date: 31 May 2011

**MAHLAGAUME T.M
HUMAN RESOURCES OFFICER**

COMMENTS:

**SHILENGE R.R
ASSISTANT DIRECTOR: CORPORATE SERVICES**

COMMENTS:

**MASHABA T.G.
DIRECTOR: CORPORATE SERVICES**

APPROVED / NOT APPROVED

**I.P. MUTSHINYALI
MUNICIPAL MANAGER**