



GREATER LETABA MUNICIPALITY

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

MUNICIPAL MANAGER

5 years contract

TOTAL REMUNERATION PACKAGE: NEGOTIABLE

The incumbent must sign an annual performance contract

REQUIREMENTS:

A relevant recognized B. Degree or equivalent tertiary qualification. A postgraduate degree in a relevant field will be an added advantage. A minimum of 5 years practical knowledge and experience gained in a top management position in local government. Must have obtained or be pursuing the National Treasury Competency Level qualification (CPMD or MFMP).

COMPETENCIES:

- **Managerial competencies** as prescribed in the Performance Regulations are essential, namely: *Knowledge management, Service Delivery Innovation, Problem solving and analytical thinking, People and diversity management, Client orientation and customer focus, Excellent written and verbal communication skills, Advanced mediation and negotiation skills and Advanced influencing skills.*
- **Financial and Supply Chain Management competencies** as prescribed in the National Treasury Minimum Competency Framework for accounting officers are essential, namely: *Commitment and ability to develop a rural environment, Strategic leadership and management, Strategic and operational financial management, Governance, ethics and values in financial management, Financial and performance reporting, Risk and change management, Project management, Legislation and policy implementation, Stakeholder relations, Supply chain management and Audit and assurance. An action-driven, innovative and Result-orientated team player and far-sighted developmental strategist.*

KEY PERFORMANCE AREAS:

- Ensure that the municipality achieves its vision within the set timeframes.

- Ensure that the municipality maximum performance in the implementation of the IDP, SDBIP, by-laws, policies, council resolutions, Municipal Turnaround Strategy and the Millennium Development goals.
- Development and management of the performance management system.
- Ensure the development and implementation of strategies that will have measurable impact on organizational productivity and financial performance.
- Ensure compliance with other pieces of legislation pertinent to local government.
- Exercise any tasks powers and perform any other functions delegated by the council and prescribed by different pieces of legislation.

Please forward applications to: **The Mayor, Greater Letaba Municipality P.O. Box 36, Modjadjiskloof. 0835**, or applications may be hand delivered at the **Mayors' Office, Municipal Offices, Civic Centre, Botha Street, Modjadjiskloof** and no faxed or e-mailed applications will be accepted.

DIRECTOR: CORPORATE SERVICES

5 years contract

TOTAL REMUNERATION PACKAGE: NEGOTIABLE

The incumbent must sign an annual performance contract.

REQUIREMENTS:

A relevant B Degree or equivalent tertiary qualification. A postgraduate degree in a relevant field will be an added advantage. The candidate must have at least 5 years related senior management experience in a local government or similar environment. Must have obtained or be pursuing the National Treasury Competency Level qualification (CPMD or MFMP).

COMPETENCIES:

In-depth knowledge and extensive understanding of Human Resource management practices, labour relations and different municipal regulations and related legislative frameworks, A dynamic, self-starter, results-driven, innovative and team player with strong strategic leadership and management abilities, People, risk, change and diversity management, Knowledge in multi-discipline is essential, Ability to interpret and

implement statutes and develop policies, Advanced mediation and negotiation skills and Excellent verbal and written communication skills.

KEY PERFORMANCE AREAS:

- Provide strategic support and oversee the provision of effective support services in all business units within the directorate.
- Develop and manage the formulation and implementation of human resource strategies, plans, by-laws, policies and procedures in line with national policy framework and guidelines.
- Compile and review delegation of powers and functions, strategies, plans, by-laws, policies and procedures.
- Provide strategic leadership in human resource strategy implementation and labour matters.
- Compile directorate monthly, quarterly, mid-term and annual reports in line with the legislative requirements for council and other organs of the state
- Ensure that compliance, risk management system and audit action plan implementation within is executed within the directorate.
- Ensure compliance with all pieces of legislation pertinent to local government.

DIRECTOR: INFRASTRUCTURE DEVELOPMENT AND PLANNING

5 years contract

TOTAL REMUNERATION PACKAGE: NEGOTIABLE

The incumbent must sign an annual performance contract.

REQUIREMENTS:

A relevant B Degree/Diploma in Civil Engineering from a recognized accredited institution. Registration with the Engineering Council of South African (ECSA) and the South Africa institute of Civil Engineers (SAICE). Qualifications in Electrical Engineering, Project management and Town Planning will be an added advantage. At least 5 years experience in a relevant senior management position. Must have obtained or be pursuing the National Treasury Competency Level qualification (CPMD or MFMP).

COMPETENCIES:

Knowledge and experience in service delivery of infrastructure, IDP development and implementation processes, Competencies in conducting of feasibility studies, construction designs and roads, water and electricity reticulation, Demonstrated advanced knowledge of relevant municipal legislation, Advanced computer literacy, Proven skill in respect of planning and organizing, problem solving, presentation, conflict resolution, communication and people management and a Valid Driver's license.

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.

FINANCE DEPARTMENT**ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**

Basic Salary: R329 908 .80 P.A

REQUIREMENTS:

An appropriate B Degree/ Diploma or equivalent qualification, coupled with at least three years relevant experience in supply chain management. A formal SCM qualification will

be an added advantage. In-depth knowledge of the preferential procurement policy framework Act, Act 5 of 2000. Extensive knowledge of supply chain, asset, fleet and indigent management. Highly competent in financial management. Ability to work under pressure and function as a team leader. A valid driver's license. Must be computer literate and have good understanding of excel spread sheets.

Duties and Responsibilities:

- Handling and attending to all inspections and audit queries within the supply chain management.
- Ensure operational training within supply chain management and transport section and factoring of training needs into the WSP.
- Manage the movement of assets between inventories on a regular basis and update the asset register accordingly.
- Conduct quarterly physical stocktaking and disposal of the redundant, obsolete and unserviceable assets in accordance with policy directives and the procedures of the municipality.
- Manage the verification of municipal assets.
- Ensure compliance with prescripts and policies related to supply chain management.
- Ensure compliance to the municipal IDP and SDBIP.
- Overall management of the supply chain unit and resources.
- Oversee the implementation of procedural guidelines relating to procurement, financial accounting and provisioning administration.
- Manage all administrative tasks pertaining to proper SCM processes.
- Management and review of the indigent register.
- Manage and control fleet in line with policy directives.

ASSISTANT ACCOUNTANT: BUDGET AND FINANCIAL REPORTING

Basic Salary: R166 561. 51 PA

Requirements: National Diploma in Accounting / B Com in Accounting or Equivalent. Valid driver's 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 departmental votes.
- Identification of roll over projects and funds shifted between multi-year allocations.
- Gathering information from various departments 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 procedure manuals to facilitate data accuracy and information congruency in financial reporting.

- Gather information for compiling monthly, quarterly, mid-term and annual reports for

Council, Provincial and National Treasury. • Gather information from various departments and compile adjustment, annual and mid-year budget.

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

Interested persons must send an application letter stating clearly the position the applicant is applying for, curriculum vitae, certified copies of academic qualifications, certified copies of academic records, certified copy of identity document and driver's license must accompany the application. Short listed candidates will be required to produce original copies of qualifications and identity document 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 must be directed to Mr R.R Shilenge @ 015 309 9246/7/8

Closing date: 23 March 2012

**I.P. MUTSHINYALI
MUNICIPAL MANAGER**