



GREATER LETABA MUNICIPALITY

P. O. Box 36, Modjadjiskloof, 0835 Tel: (015) 309 9247, Fax: (015) 309 9419
4 Botha Street, Civic Centre, Modjadjiskloof
www.greaterletaba.gov.za

ADVERTISEMENT

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

TECHNICAL SERVICES DIRECTORATE

PROJECT MANAGEMENT UNIT (PMU) MANAGER

Salary : R463 630. 44 per. Annum (Excluding benefits)

Requirements: A Degree or National Diploma in Civil Engineering. A minimum of 04 years' experience in Civil Engineering environment. Experience of Project, Contract Management and Financial Management. Registration with the Engineering Council of South Africa. Advanced computer literacy. Knowledge of MIG administration. A valid driver's license.

Duties and Responsibilities: • Primarily responsible to integrate, coordinate, manage projects and financial administration of the MIG • Ensure projects compliance with all applicable legislations, policies and conditions applicable to project management. • Project performance and cash flow reviews. • Audit and administer monthly claims and expenditure. • Liaise with the provincial and the Senior MIG Manager as well as other line functional departments through formal regular evaluation /progress meetings and on an ad hoc basis. • Submission of monthly, quarterly, bi-annual and annual reports to COGHSTA as determined by applicable legislations. • Responsible for management of the PMU Office staff and their respective outputs.

OFFICE OF THE MUNICIPAL MANAGER

PERSONAL ASSISTANT TO THE MAYOR

Salary : R390 004.56 per annum (Excluding benefits)

Requirements : Diploma in Administration /Management or Equivalent. Computer literacy. Knowledge of local government, community organisations and its dynamics. A minimum of 03 years experience in the relevant environment. A valid drivers licence. Knowledge of customer service and protocol will be an added advantage.

Competencies: Communication and interpersonal skills, organizing skills, articulative and innovative. Must be able to maintain confidentiality and ability to work under pressure.

Duties and Responsibilities: • Attend to matters requiring external liaison (written and personal). Accompany the Mayor on his official events. Assist in administering the mayor's diary. • Perform administrative duties in the office of the Mayor. Assist with arrangements of municipal events and projects. • Administer and handle queries directed to the Mayor. • Coordinate meetings between the office of the

Mayor, other office bearers and stakeholders. • Arrange travelling and accommodation of the Mayor.
•Attend and take minutes of meetings arranged by the Mayor.

CHIEF ADMIN OFFICER: PMS
Salary: R390 004.56 per annum (Excluding benefits)

Requirements :A Degree, National Diploma in Administration, Human Resources or Equivalent. A thorough knowledge of computer applications (Microsoft Word, Excell, Powerpoint, etc). A minimum of 03 years experience in Performance Management and Development System (PMDS). A valid drivers licence.

Duties and Responsibilities: • Provide inputs into and generating aspects that should be included in the Organisational Strategic Plan and IDP during the development and review process. *Provide inputs in the development of institutional and sectional SDBIP. *Assist in the development of standards for performance in order to ensure standardisation of performance of level of Municipality. Attend to enquiries relating to performance management. *Assist with overall implementation of the performance management system / cascading to lower categories. * Maintain the individual performance management system and integrate with organization performance. * Assist various directorates with the implementation of the performance management system within their structure. Consult with communities with regards to performance management system. Verify the physical performance of projects and programmes implemented by the municipality. *Develop and submit reports to relevant stakeholders as per regulations. *Coordinate Institutional Performance Review and prepare reports for the meetings. *Monitor compliance in municipality in terms of regulations.

ADMIN OFFICER: COMMUNICATION AND EVENT MANAGEMENT

Salary: R247 677.60 Per annum (Excluding benefits)

Requirements: A Degree, National Diploma in Communications or equivalent. A minimum of 02 years relevant experience. Good interpersonal and communication skills. Valid driver's license.

Duties and Responsibilities: Strengthen communication system between the Municipality and National, Provincial departments and other Municipalities. Distribution of the Municipality and government information to all stakeholders and communities within the Municipality's jurisdiction. Liaise with the media on behalf of the Municipality. Identify and utilize the best channel of communication for the Municipality. Facilitates the development of the communication strategy of the 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. Report any activities performed to the Supervisor and take further instructions. Perform any task as delegated by the Supervisor.

CORPORATE SERVICES DIRECTORATE

ASSISTANT DIRECTOR: CORPORATE SERVICES

Salary: R463 630.44 per annum.(Excluding benefits)

Requirements: A Degree, National Diploma in Administration/HRM or equivalent. A minimum of 04 years' experience in corporate services and service delivery environment. Knowledge of Municipal legislations: MFMA, MSA 32/2000, MSA 117/1998. Knowledge of the public legislations: Constitution, LRA, BCEA, EEA, SDA. Must have a National Treasury Competency certificate, i.e. CPMD/MFMP/ELMDP.

Duties and Responsibilities: •Manage and supervise the Corporate Service Directorate: Human Resource section, Legal services, Records Management, Customer services and Secretariat section. Consolidate the Directorate reports, e.g. Quarterly reports, Audits Committee reports, Portfolio and EXCO Committee. Responsible for both National, Provincial hotlines and Municipal complaint and query register. Ensure the timeous availability of the portfolio, Executive Committee and Council schedules and agendas. Delegate the execution of resolutions taken at management and executive levels for implementation. Monitor and report to the Director the progress on the implementation of such resolutions. Evaluate performance of all employees. Prepares and compile the annual report and mid-term reports of the municipality. •Handling all queries relating to the Directorate and its sub-sections.

ADMINISTRATION OFFICER: HUMAN RESOURCE MANAGEMENT

Salary: R247 677 .60 per annum (Excluding benefits)

Requirements: A Degree/ National diploma in Human Resource Management or equivalent. A minimum of two years' experience in the general human resource environment. Computer literacy. A valid driver's license.

Duties and Responsibilities: Responsible for administration of service benefits. Responsible for the administration of the recruitment process from capturing of applications, arrange shortlisting and interviews logistics. Conducting orientation and induction of newly appointed personnel. Responsible for Pension Fund and Medical Aids administration. Assist the section in developing the Employment Equity Plan and its annual submission. Compile reports on specific human resource related items and seek approval prior submission to the relevant authorities. Maintain and update personnel information regarding to changes in employment status. Processing the termination of services. Prepare monthly submission to payroll office for processing purposes. Perform any other delegated ad hock task in the section.

BUDGET AND TREASURY

CHIEF ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT

Salary: R390 004.56 per annum (Excluding benefits)

Requirements: A Degree, National Diploma in Finance/Supply Chain/Purchasing/Procurement Management • Minimum of 03 years experience in Supply Chain Management and Finance environment especially in Local Government. • Applicants should have a high level of discipline, communicative and interpersonal skills, analytical, innovative problem-solving skills and time-managing skills. Thorough knowledge of Local Government Procurement Legislation, Computer Literacy. A valid driver's license.

Duties and Responsibilities: • Coordinate and control SCM processes in terms of the municipal SCM policy. Supervise and control SCM personnel with regard to performance, productivity and discipline. • Ensure development of tender notices. • Ensure compliance with Council's SCM policy, SCM regulations, Treasury regulations and other applicable legislation. • Interact with suppliers and vendors. • Attend and participate in meetings to provide information on specific SCM processes and procedures • Promote and implementation of BEE Programs • Manage the flow/distribution of SCM information within the Municipality to ensure that directorates are informed of all information pertaining to SCM as per National Treasury Guidelines • Ensure that internal support is provided to directorates on acquisition, demand, contract and tendering issues • Compile statutory reports in terms of the MFMA and the Supply Chain Management Regulations • Supervise acquisition and demand personnel in the SCM Unit. • Coordinate and control administration of invitation for quotations, competitive bids and the handling, opening and recording of bids. Serve in SCM committees.

COMMUNITY SERVICES DEPARTMENT

ASSISTANT DIRECTOR: ENVIRONMENTAL, WASTE MANAGEMENT, PARKS AND CEMETERIES.

Salary: R463 630.44per annum.(Excluding benefits)

Requirements: A Degree, National Diploma or equivalent qualification in Environmental Sciences. A post-graduate degree in Environmental Sciences will be an advantage. A minimum of 04 years' experience in the field of Environment, Waste, Parks and Cemeteries. Knowledge of Environmental and Municipal legislations. Must have a National Treasury Competency certificate, i.e. CPMD/MFMP/ELMDP.

Competencies: Good interpersonal relations • Good communication (written and verbal) skills • Strong research, analysis, planning, executing and organisational skills • Computer skills • Ability to work as part of a team • Must be willing to travel and work irregular hours. A valid driver's licence.

Duties and Responsibilities: • Manages inspections and investigations of residential, Commercial or other occupied premises and public facilities to determine compliance to by- laws and statutory legislation. • Assess and analyses the adequacy of structural designs to accommodate specific business operations with due consideration to ventilation, Lightning, Emission and waste extraction system. • Manages the evaluation of awareness and adequacy procedures related to refuse and waste handling. • Manages the disposal, collection and performance of tests/analysis on samples. Develop, finalise, implement and review policies, guidelines, norms and standards as well as guidelines on hazardous substances control, chemical safety, poison Information Centres and pesticides/chemicals • Co-ordinate training and awareness campaigns on the safe handling, use, storage and disposal of chemicals/pesticides, hazardous substances and chemical safety • Co-ordinate training and awareness campaigns on waste management • Conduct toxicological analysis of pesticides and prepare recommendations for the Department of Agriculture, Forestry and Fisheries • Establish / strengthen Poison Information Centres • Ensure public complaints and queries related to chemicals/pesticides, hazardous substances and poisonings are attended to timeously • Assist and support the directorates and stakeholders in waste management. • Co-ordinate the implementation of the national chemical safety programme • Participate in multilateral environmental

agreements •Compile reports as per legislation to the Department of Environmental Affairs. •Manage parks and cemeteries •Perform any other functions or duties allocated by the Director: Community Services as the need arises.

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 appointments promote representation will receive preference. The municipality reserves the right not to fill any of the advertised position(s). Errors and Omissions excluded.

Applications should be submitted on an official application form obtainable from the municipal website (www.greaterletaba.gov.za) and at the municipality offices, and must be accompanied by comprehensive CV, certified copies of qualifications, Identity Document and driver's license. 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. 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**. Faxed or e-mailed applications will not be considered.

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

Closing date: 17th November 2017 @ 15h00

**ACTING MUNICIPAL MANAGER
MHANGWANA D.**