



GREATER LETABA MUNICIPALITY

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

RE-ADVERTISEMENT: ASSET MANAGEMENT CLERK

Basic Salary: R142 732.76 P.A.

Requirements: Appropriate B-Degree or Equivalent. Valid driver's license is an essential requirement and computer literacy.

Duties and Responsibilities: • Update office data by ensuring that the asset is still located in the particular office. • Reconcile monthly log sheets. Issue log books and itinerary and monitor vehicles in line with policies, control systems and procedures. • File transport documents e.g. petrol slips, log sheets. • Assist the supervisor with the monthly fleet reconciliation. • Investigate any queries and submit report to Chief Admin Officer: Auxiliary services for appropriate action.

RE-ADVERTISEMENT: CREDITORS CLERK

Basic Salary: R142 732.76 P.A.

Requirements: Appropriate B-Degree or Equivalent. Valid driver's license is an essential requirement and computer literacy.

Duties and Responsibilities: • Prepare invoices on computer using the municipality financial systems. • Receive invoices from departments or companies. • Verifies order number on invoice, prices on invoices versus orders, supporting documentation and signatures. • Capture invoices and orders on hard drive. • Generate goods received note to match goods or services rendered against the order.

NB: This is a re-advertisement those who had previously applied need not re-apply as their applications will still be considered. Whites, Indians and Coloureds

are encouraged to apply. 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 Mr Mapatha S.P and Ms Mahlagaume T.M @ 015 309 9246/7/8

Closing date: 23 March 2012

**I.P. MUTSHINYALI
MUNICIPAL MANAGER**