



# 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 hereby invites applications from suitably qualified employees to fill the following positions:**

## **CORPORATE SERVICES**

**INFORMATION TECHNOLOGY OFFICER (IT OFFICER)**

**Salary: R262 275.37 per annum (excluding benefits)**

**Requirements:** Degree, National Diploma or Equivalent qualification in Information Technology. An A+, N+, MCSA and MCSE qualification will be an advantage. A Valid driver's license is an essential requirement. Minimum of 2 to 3 years' experience in the IT environment.

**Duties and Responsibilities:** •Install, support and maintain network hardware and operating systems. •Attend to network infrastructure problems. •Install and maintain PC hardware and operating systems. •User support on PC hardware and software. Liaise with internal department and vendors for supply of equipment. •Recommend policies, plans and regulation standards for physical and logical security, electronic communication, Computer and network usage. Configure e-mails and make back- up on both to server and all desktops. •Perform any other duties as required by the supervisor. •The successful candidate shall report to the Assistant Director: ICT.

## **COMMUNITY SERVICES DEPARTMENT**

### **eNATIS CLERK**

**Salary: R197 694.00 per annum (excluding benefits)**

**Requirements:** A Grade 12 certificate and eNaTIS Full End User training certificate. Knowledge of the eNaTIS environment. Must be computer literate (MS Word, Excel, PowerPoint and Outlook). A valid Code B driver 's licence. Must have a clean criminal record.

**Competencies:** Good communication and interpersonal skills, problem solving, organizing skills, office administration and report writing skills. Ability to work under pressure, accuracy and bilingualism.

**Duties and Responsibilities:** •Process applications for motor vehicle registration and licensing, applications for learner's licence, driving license, professional driving permit and other related transactions in terms of applicable legislation and guidelines to ensure compliance at all times. •Do transactions of all bookings i.e. learners license, driving license PDP queries, renewal of license cards and motor vehicle, inform the supervisor about any eNaTis problem encountered. •Issue learners licenses, driving license, Professional Driving Permit. •Assist the Municipality in curbing corruption. •Perform any other official duties delegated by the supervisor. •The successful candidate shall report to the Chief Licensing Officer.

### **TRAFFIC OFFICER**

**Salary: R197 694.00 per annum (excluding benefits)**

**Requirements:** A Grade 12 certificate and Basic Traffic Diploma. 1 year experience of traffic law enforcement. Knowledge of the National Road Traffic Act 93 of 1996, National Land Transport Act 5 of 2009, Criminal Procedure Act 51 of 1977 and other related legislation. Must be registered as a Traffic Officer. A valid Code B driver 's licence. Must have a clean criminal record.

**Competencies:** Good communication and interpersonal skills, problem solving, organizing skills. Ability to work under pressure.

**Duties and Responsibilities:** •Control traffic to ensure a smooth flow of traffic at all times. •Set-up and manage speed check points to ensure adherence to speed limit(s). •Manage accident scene(s) to ensure safety of people and property. •Enforcement of applicable legislation and by-laws and attend court proceedings. •Perform administrative tasks related to the post. •Ensure adherence to traffic law enforcement. •Promotes public safety; administer notices and summons to ensure law enforcement. • Compile report. •Assist the municipality in curbing corruption. •Perform any other duties as required by the supervisor. •The successful candidate shall report to the Superintendent: Traffic.

## **TECHNICAL SERVICES DIRECTORATE**

### **ELECTRICIAN**

**Salary: R230 698. 20 Per annum.(Excluding benefits)**

**Requirements:** N3 and Trade Test Certificates in Electrical Engineering. A valid ORHVS Certificate will be an added advantage A Valid C1 driving license with PrDP. Minimum of 2 years post Trade Test Certificate experience in the electricity supply industry.

**Duties and Responsibilities:** Installation, repairs and maintenance of electrical and sub-stations, streetlights and highmast lighting. Reading and interpreting of drawings and work orders detailing layout and specifications. Identify material and resources to be used in maintenance and repairs of stations and substations. Sign-off time sheet and progress field report after every repairs and maintenance of job card completed. Provide supervision to the team in the electrical section. Marking routes for laying of cables and positioning of supporting poles. Ensure electrical equipment is safely tested and certified in terms of legislation. Promote a safe working environment by implementation of, and adherence to the Occupational Health and Safety (OHS) Act and Regulations. •Perform any other duties as required by the supervisor. •The successful candidate shall report to the Chief Electrical Superintendent.

### **PLANT OPERATOR**

**Salary: R141 691.08 per annum.(excluding benefits)**

**Minimum Requirements:** Code C and EC drivers licence with PrDP, Certification of Competency in the plant operation and equipment. 1 year relevant experience.

**Competencies:** Good communication and interpersonal skills, problem solving, and organizing skills.

**Duties and Responsibilities:** •Drive both heavy and light vehicles to areas of destination. •Adhere to safety rules and regulations. Performs specific tasks associated with the operation of heavy specialized mechanical plant and other vehicles for service delivery. •Monitor performance of the subordinate. •Carry out the prescribed pre-trip inspection. •Report any problems to the immediate supervisor. •Inspect required fluids, lights, tyre and overall condition of the vehicle. •Complete internal transactional documentation and related forms for activities associated with general maintenance and repair work to roads, storm water and other systems. • Perform any other duties as required by the supervisor. •The successful candidate shall report to the Superintendent: Storm Water and Gravel Roads.

## **TIPPER TRUCK DRIVER**

**Salary: R138 470.28 per annum (excluding benefits)**

**Requirements:** A valid code EC driver's license and ABET. A minimum of 2 years driving experience.

**Competencies:** **Competencies:** Good communication and interpersonal skills, problem solving, organizing skills and supervisory skills.

**Duties and Responsibilities:** •Drive the Tipper Truck to areas of destination. •Drive other heavy and light vehicles when required. •Monitor performance of the subordinate and ensure adherence to occupational safety rules and regulation. •Carry out the prescribed pre-trip inspection and report any problems to the immediate supervisor. •Report the vehicle to fleet and asset management section for service intervals. •Complete log book and prepare monthly returns. •Prepare daily tasks by receiving instructions from supervisor to load all necessary material and machinery into the vehicle with assistance from the General Workers. •Perform any other duties as required by the supervisor. •The successful candidate shall report to the Superintendent: Storm Water and Gravel Roads.

## **ASSISTANT MECHANIC**

**Salary: R197 694. 00 per annum (excluding benefits)**

**Requirements:** A mechanical artisan qualification. Code EC 1 driver's license with PrDP. A minimum of 2 years relevant experience in diesel and petrol driven vehicles.

**Competencies:** Good communication and interpersonal skills, facilitation skills, analytical skills, organizing and planning skills, team work, research, and report writing skills. Must be able to work under pressure, pay attention to detail and be willing to work irregular hours.

**Duties and Responsibilities:** •Assist in the mechanical section's operations. •Communicate with the drivers and Fleet office to establish material and resources necessary against specific works orders. •Interact with the engineering stores with permission and check allocated components and materials against job cards prior to commence of work load. •Assist in capturing the relevant information (quantitative/ qualitative) and/ or details of activities and forward to the relevant offices for processing. •Drive and test vehicles to assess operating functionality and safety. •Assist in diagnosing

faults through the application of visual and other related mechanical inspection and investigate procedures. •Check the functionality of replacement parts and execute the necessary adjustment and setting sequences. . •Perform any other duties as required by the supervisor. •The successful candidate shall report to the Superintendent: Workshop Mechanic.

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

**If you do not receive any response within three (3) months, please accept that your application was unsuccessful. Correspondences will only be entered into with short listed candidates. Applicants will be penalized for canvassing.**

**Interested persons may send an application letter stating clearly the position the applicant is applying for, certified copies of academic qualifications, ID, Drivers licence (not older than 3 months) 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.**

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 SP / Ms. Mahlagaume M at 015 309 9246/7/8**

**Closing date: 07 April 2017 (12h00)**

---

**MUNICIPAL MANAGER  
MASHABA T.G.**