



# GREATER LETABA MUNICIPALITY

P.O Box 36, Modjadjiskloof, 0835, Tel (015) 309 9246/7/8,  
Fax (015) 309 9419, Email:greaterletaba@glm.gov.za

## EXTERNAL ADVERTISEMENT

Greater Letaba Municipality invites suitably qualified, experienced, and committed individuals to apply for the following positions:

### BUDGET AND TREASURY OFFICE

#### MANAGER: REVENUE

Salary: R642 384.36 per annum (excluding benefits)

#### Requirements:

A bachelor's degree or equivalent tertiary qualification in Accounting, Finance, Commerce or Economics, Computer literate (MS Word & Excel); A valid Code driver's license. At least five (05) years' experience at tactical level within a municipal revenue environment in managing municipal revenues. Sound knowledge and understanding of MFMA, GRAP, Property Rates Act, Refuse & electricity billing legislation/regulations. MFMP as well as mSCOA (for financial officials) certificate will be an added advantage.

#### Duties And Responsibilities:

Managing the key performance areas and result indicators associated with the Revenue section. Implementation of policies & procedures regulating the financial reporting, recording, and providing input into longer term objectives. Co-coordinating and guiding specific deadlines and financial reporting sequences associated with audit and legal compliance exercises. Planning, directing & executing accounting and administrative procedures associated with the controlling of the debtor accounts, debts recovery, municipal property rates & electricity and tariff billing matters. Ensure smooth operation of the revenue section of the finance department. Ensure the division complies with relevant legislations governing the municipality and financial sector services.

#### DEPUTY MANAGER: ASSET & FLEET

Salary: R540 367.56 per annum (excluding benefits)

#### Requirements:

A bachelor's degree or equivalent tertiary qualification in Accounting, Finance, Transport and Logistics Management. A minimum of four (04) years' must be functional experience in Asset and Fleet Management environment. Sound knowledge and understanding of MFMA

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and other municipal legislations. MFMP as well as mSCOA (for financial officials) certificate will be an added advantage. A valid driver's license required.

## **Duties And Responsibilities:**

Manage the development and maintenance of asset and fleet management policies and procedures. Implementation, monitoring and reporting on policies and procedure for assets and fleet management services. Advise management on the acquisition and optimal utilization of movable and immovable assets. Establish loss and damage prevention and other control strategies. Manage bi-annual asset verification and monthly asset reconciliation reports. Ensure that timeframes for evaluation and recommendations for loss cases and disposal of assets are met and are in line with the Asset Management Policy. Manage the disposal management policies and procedures. Coordination of the municipal fleet services. Approve and investigate major breakdowns and repairs processes, resolve fleet allocations to specific divisions and implement contingency plans to address asset and fleet challenges. Compile monthly bank reconciliations to ensure control over bank accounts and cash book. Make follow-up of unreconciled items and those not reflected on bank account. Assist in preparing, balancing, journalizing and reconciliation of VAT 201 documentation.

## **BILLING OFFICER**

**Salary: R343 168.08 per annum (excluding benefits)**

## **Requirements:**

A National Diploma, Degree or equivalent tertiary qualification in Accounting, Finance, Commerce. Minimum competency level (MFMP) will be added as an advantage. A minimum of three (03) years' must be functional experience in revenue management environment. Sound knowledge and understanding of MFMA and other municipal legislations. Computer literacy.

## **Duties And Responsibilities:**

Provide services related to billing of metered services and perform associated record keeping. Render an effective and efficient client- oriented debtor services by upgrading meter records. Conducting the corrections on erroneous accounts. Administer billing value chain for municipal services i.e., water and electricity. Administer the daily activities of unmetered services to ensure that data is correctly and timeously available for billing. Print and distribute customer invoices. Follow an aligned customer service excellence culture, which enables rewarding relationships. Ensure good and exceptional customer service.

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## ASSET CLERK

**Salary: R294 073.56 per annum (Excluding benefits)**

### **Requirements:**

A National Diploma, Degree or equivalent tertiary qualification in Accounting, Finance, Commerce. A minimum of two (02) years' experience in the municipal financial environment; sound knowledge and understanding of MFMA and other municipal legislations. MFMP certificate will be an added advantage. Computer literacy.

### **Duties And Responsibilities:**

Provide the recording keeping on movement of assets. Updating of the asset register. Coordinate the physical assets' verification process. Continuously monitoring the status of records associated with the assets of the municipality. Application of internal control procedures to check, verify, update, and maintain acquisition, valuation and location details. Prepare relevant documentation during the process of unbundling of assets. Notify and make follow-up to insurers on repair or maintenance work to be carried out on assets. Render administrative supports in the division.

## CORPORATE SERVICES DIRECTORATE

### MANAGER: HRM&D

**Salary: R642 384.36 per annum (excluding benefits)**

### **Requirements:**

A bachelor's degree or equivalent tertiary qualification in Human Resource Management Public Management/Public Administration Social Sciences. A postgraduate qualification in Human Resource Management will serve as an advantage. A minimum of five (05) years' experience at the management level in a corporate environment or public sector. MFMP certificate will be an added advantage. Computer literacy.

### **Duties And Responsibilities:**

Provide overall strategic management and leadership in respect of the HRM&D functions. Formulates immediate and short-term result indicators to address critical human resource needs and interventions for key functional areas within the organisation in accordance with statutory legislation (e.g., Employment Equity, Labour Relations, Recruitment & Selection, Organizational Design & Development and Employee Health & Well-

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ness, etc). Managing healthy employment relations and duties between the employer and organised labour. Managing employee disputes resolution mechanism. Participate in mediation, conciliation, and arbitration proceedings and implementing awards accordingly. Manage key results indicators and outcomes pertaining to recruitment and selection criteria. Manages the recruitment and selection process in the institution. Participate in the interview process for designated levels (senior and specialist staffing) and providing advise to the panel on the requirements and application of specific Human Resources policies and procedures. Review the Workplace Skills Plan and in conjunction with the Local Government Sector Education and Training Authority (LGSETA), establishes and confirms the status of levies and grants and reports on progress in achieving short to medium term objectives. Oversee the implementation of the occupational health and safety; manages and controls the Key Performance Indicator's and outcomes of personnel within the Human Resources Section.

## **ADMIN OFFICER: PMS**

**Salary: R343 168.08 per annum (Excluding benefits)**

### **Requirements:**

A National Diploma, Degree or equivalent tertiary qualification in Human Resources Management, or Public Administration/Management. Computer literacy, Interpersonal Skills, Communication skills both verbal and writing. Report writing and Statistical analysis. A minimum of three (03) years experience in the performance management environment.

### **Duties And Responsibilities:**

Coordinate employee performance management and development systems. Coordinate performance appraisals. Perform PMS administrative activities. Coordinate specific procedures associated with the implementation and execution of Performance Management system. Develop individual performance scorecards. Produce, and review quarterly, and annual performance management reports. Creating understanding and awareness about performance management and development system.

## **SECRETARY: CORPORATE SERVICES DIRECTORATE**

**Salary: R294 073.56 per annum (excluding benefits)**

### **Requirements:**

A Diploma in Secretarial Management, Office Administration, or equivalent tertiary qualification. Essential Computer packages (MS Office, Word, PowerPoint, emails and internet).

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A minimum of two (02) years' experience in a secretarial environment. Job related skills: Language skills, good communication skills (verbal and written), Planning and organisation skills.

## **Duties And Responsibilities:**

Coordinate activities and requirements associated with Corporate Services Directorate by applying the administrative and secretarial procedures. Execute functions associated with communication, planning, and organization of appointments, events, and meetings of the Directorate. Render general clerical support services. Record, organise, store, and retrieve correspondence and data. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the Directorate. Type letters and other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes.

## **TECHNICAL SERVICES DIRECTORATE**

### **MANAGER: PMU**

**(Performance based Permanent Position)**

**Salary: R642 384.36 per annum (excluding benefits)**

## **Requirements:**

National Diploma, or B-Tech in Civil Engineering, plus relevant qualification in Project Management or equivalent qualification. Computer literacy. A Valid Professional Registration as a Professional Construction Project Manager or Candidate with the South African Council for Project and Construction Management Professions will be added advantage. A minimum of five (05) years' relevant experience of which three (03) years must be at a Supervisory level. Strong Project and Contract management experience and skills. Sound knowledge of Policies and procedures relevant to PMU. A valid driver's license.

## **Duties And Responsibilities:**

Prepare financial and technical project related reports. Verifying the content of reports prepared by Technical Personnel prior to consolidation and submission to Council, District and Provincial level reporting. Manage the Grant funding project applications by facilitating and supporting compilation and processing of funding business plans. Co-ordinates engineering principles and techniques associated with the development and presentation of technical designs for average complexity or complex forms of engineering infrastructure in ac-

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cordance with ECSA guidelines. Monitor inspections to establish projects statues and inspect work progress against agreed standards. Report on completed projects and facilitate the hand-over. Manages the administrative information consolidation and reporting requirements associated with contract management. Evaluate and comment on the adherence of tender applications to the requirements and special conditions attached to contractor participation, capacity building and performance in Municipal Infrastructure Grant Projects or Expanded Public Works Programmes.

## EPWP COORDINATOR

**Salary: R294 073.56 per annum (excluding benefits)**

### Requirements:

A National Diploma, Degree in Public Administration/Management or equivalent tertiary qualification. A minimum of two (02) years' relevant working experience. **Computer literacy.**  
**Job related skills:** Good communication skills (verbal and written), Planning and organisation skills.

### Duties And Responsibilities:

Provide inputs in the compilation of credible plan in partnership with Provincial and National Departments responsible for EPWP. Coordinate Job Programs in the Municipality. Identify Labour Intensive Projects. Provide support in identification of new projects. Capture EPWP Projects on the system. Interact with donor departments for support. Implement EPWP Projects to empower local communities. Monitor the ongoing achievement of the EPWP objectives Consolidate and submit monthly reports.

## COMMUNITY SERVICES DIRECTORATE

### MANAGER: TRAFFIC & LICENSING

**Salary: R642 384.36 per annum (Excluding benefits)**

### Requirements:

A National Diploma in Traffic and Licensing or equivalent tertiary qualification. Computer literacy. Financial management skills. A valid EC and Code A driver's license. A minimum of five (05) years working experience in the Traffic and Licensing division of which three (03) years must be must be on a senior or management level.

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## **Duties And Responsibilities:**

Manage and coordinate the municipal traffic and licensing services and function. Manages the law enforcement and traffic transgression and related municipal by-laws. Plan and facilitate law enforcement operations and ensure that all traffic regulations and licensing laws are effectively enforced. Responsible for the execution and management, development, planning and design of function regarding traffic and licensing management. Develop initiatives addressing the expansion of traffic demands in line with the IDP of the municipality. Develop and institute an effective reporting system in the section to assist council in achieving service delivery. Administering road accidents, road safety unit and supporting emergency rescue personnel during major disasters. Maintain effective and efficient stakeholders' relations and ensure all general protocols, policy and procedures are adhered to.

## **EXAMINER**

**Salary: R343 168.08 per annum (Excluding benefits)**

### **Requirements:**

A National Diploma in Traffic and Licensing or equivalent tertiary qualification. Computer literacy. Vehicle or Driver's licence Examiner's certificate. Computer literacy. A minimum of three (03) years' relevant working experience. A code EC valid driver's license.

### **Duties And Responsibilities:**

Testing candidates for driver's license to determine the eligibility for driver's license. Authorises conversion or renewal of driver's and PRDP licenses. Performs road-worthiness tests of vehicles to determine if vehicles are roadworthy and allowed on road. Accountable for the checking of all equipment to determine any defaults. Checking of inventory to determine if there are any materials needed in the DLTC's. Handles Public queries and enquiries in terms of licence and vehicle testing to respond to any questions arising. Perform any other related duties as instructed by Supervisor.

## **DEPUTY MANAGER: ENVIRONMENTAL**

**Salary: R540 367.56 per annum (Excluding benefits)**

### **Requirements:**

A National Diploma, B-Tech, BSc in Geoscience or B. Degree in Environmental Health/ Management or equivalent tertiary qualification. Registration with the Health Professions Council of SA will be an added advantage. Computer literacy. Job related skills: Communications Skills, Negotiations Skills. At least three (03) years relevant experience. A valid driver's license.

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## **Duties And Responsibilities**

Plan and implement the integrated solid waste management services. Monitors and supervise activities of staff responsible for refuse removal, street cleaning and litter picking. Manages the removal of illegal dumping and solid waste demand side Management programmes (waste minimization). Review and update waste removal, waste, and disposal tariff charges on an annual basis. Identify services and assets required within the section, and ensure the correct use of allocated assets, e.g., plant, machinery, and trucks. Prepare reports as and when required by the Manager. Identify and promote greening and environmental management initiatives. Educate and train staff and public to enhance environmental health adherence.

## **OFFICE OF THE MAYOR**

### **PERSONAL ASSISTANT: MAYOR**

**(Contract position: Equal to the term of office of the Political Office Bearer)**

**Salary: R540 367.56 per annum (excluding benefits)**

### **Requirements:**

A National Diploma in Management/Office Administration/ Management Assistant or equivalent qualification. Computer literacy. A good command of English and other local languages. Minimum of three (03) years relevant working experience in the public sector or administrative environment. A valid driver's license.

### **DUTIES AND RESPONSIBILITIES:**

Organize, confirms and schedule meetings and appointments with internal and external stakeholders. Make arrangements for venue and attends to catering and refreshment needs. Arrange travel and accommodation for the mayor's meetings. Accompany the mayor to the meetings. Manage the Mayor's diary. Monitor the implementation of action plan of the mayor's program to ensure adequate support. Manages visitors to the office of the Mayor and establishing nature of visit. Directs requests to appropriate personnel. Prepare, edit and review correspondences from the mayor to the citizens.

**Greater Letaba Municipality is an equal opportunity and an affirmative action employer. It is our intention to promote representation (race, gender, and disability) in the municipality through filling of this position. Candidates whose appointment promotes representation will receive preference. The municipality reserves the right not to fill the advertised position. Errors and Omissions excluded.**

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Applications should be submitted on an official application form obtainable from the municipal website ([www.greaterletaba.gov.za](http://www.greaterletaba.gov.za)) and at Greater Letaba municipal offices and must be accompanied by comprehensive curriculum vitae, certified copies of qualifications, Identity document and driver's license, where necessary. Short listed candidates will be required to produce original copies of qualifications and identity document on or before the appointment.

Correspondences shall be limited to shortlisted candidates. All shortlisted candidates will be subjected to background screening checks (verification of qualifications criminal record checks and security vetting). 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, 44 Botha Street, Modjadjiskloof**. Faxed or e-mailed applications will not be considered.

Enquiries: Mr. Mapatha S.P or Mr. Mailula M.J @ 015 309 9246 @ Ext: 7489 & 7446  
Closing date: 06 October 2023



MUNICIPAL MANAGER  
SEWAPE M.O.

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