



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

BUDGET AND TREASURY OFFICE

Manager Expenditure (Re-advertisement)

Salary: R 671 291.76 (Basic salary)

Requirements: Grade 12 • A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. • 3 years or more relevant experience covering all aspects of the relevant financial process or the management of financial information or having gained special experience in financial discipline. • Computer literacy: MS Office • Valid driver license: EB.

Key performance areas: Manage and control the expenditure division including VAT transactions, creditors, payments and payroll • Scrutinise and authorise expenditure transactions and salary runs • Manage and control the expenditure division • Develop and implement expenditure policies and procedures • Analysing and verifying transactional records.

MUNICIPAL MANAGER AND MAYOR' S OFFICE

Driver to the Speaker

Salary: R 525 205.80 (All inclusive)

Type: Contract aligned to the term of office of the office bearer.

Requirements: Grade 12 • 0 - 2 years relevant experience in driving • Sound knowledge of legislations governing municipalities and protocol services • Physically fit and able to work under pressure and extra ordinary hours • No criminal record • Valid driver License: EB with PrDP.

Key performance areas: Drive the Speaker to certain destinations for scheduled public events and functions using municipal vehicle • Ensure that allocated vehicle is serviced as per schedule • Conduct roadworthy inspection of vehicle before use • Ensuring that the vehicle is parked safely at all times • Keep up to-date with all traffic legislation • Recording travelled kilometres in the logbook and submitting the logbook to the supervisor.

COMMUNITY SERVICES DEPARTMENT

Deputy Manager Environment and Waste Management

Salary: R 546 684.12 (Basic salary)

Requirements: Grade 12 • Relevant tertiary qualification, preferably a National Diploma or Bachelor degree in Environmental studies • Minimum of 2 years relevant experience required • Sound knowledge, interpretation and application of legislations governing environment and waste management in municipalities • Computer literacy: MS Office • Valid driver License: EB.

Key performance areas: • Develop and monitor implementation of environmental programs • Implement climate change adaption and environmental education and awareness • Implement municipal environmental management policies and by-laws as well as other related environmental policies • Be able to plan, manage, organize and control the continuous provision of waste management services.

11 X GENERAL WORKERS

Salary: R 169 972.68 (Basic salary)

Requirements: Grade 10 or equivalent.

Key performance areas: Maintenance of roads and storm water infrastructure • Streets cleaning • Office cleaning • Gardening • Maintain and clean equipment, tools and machinery • Loading materials and other products.

"To be the leading municipality in the delivery of quality services for the promotion of socio-economic development."

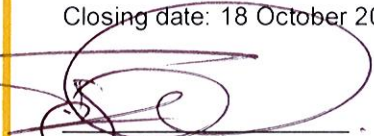
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Greater Letaba Municipality is an equal opportunity affirmative action employer. Applications should be submitted on an official application form obtainable from the municipal website (www.greaterletaba.gov.za) or Greater Letaba municipality offices and must be accompanied by a curriculum vitae, certified copies of qualifications, Identity Document, and driver's license. Forward 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. Correspondences will only be entered into with short listed candidates. Applicants will be penalized for canvassing.

Enquiries must be directed to Mr Lebepe N at 015 309 9246/7/8.

Closing date: 18 October 2024 at 12h00.


MUNICIPAL MANAGER
SEWAPE M.O.

30/09/2024
DATE

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