

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 ADVERT

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

MUNICIPAL MANAGER'S OFFICE

ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT SYSTEM

Salary : R523 334.53 per annum (Excluding benefits)

Requirements: An NQF level 6, relevant B-Degree / Public Administration/HRM or equivalent. A minimum of three (03) years relevant supervisory experience. Knowledge of Local Government legislations. Good communication and interpersonal skills, facilitation skills, analytical skills, organizing skills, office administration and report writing skills. A valid driver's license and computer literacy.

Duties and Responsibilities: Manage and control key performance targets of the municipality and personnel. Generate reports on various key performance areas in compliant with legislation. Manage implementation of all processes of the Organizational Performance Management System. Coordinate the alignment of the departmental programmes and projects with the strategy of the municipality. Compile and review the SDBIP of the municipality. Manage the development of Performance Agreements. Performance Monitoring and Evaluation. Monitor departmental compliance on PMS Regulations. Prepare and Coordinate the sittings of performance assessments. Manage and implement procedures, systems and controls to regulate performance management. Oversee the development and coordination of performance management functions. Monitor compliance with procedures, legislations, regulations and standards applicable to Local Government Performance Management. Ensure drafting, coordination and management of performance contracts. Manage and coordinate performance management policy development and implementation. Provide advice and support to departments and units on Performance Management; Performance management monitoring, reviews and assessments. Perform any other official duties delegated by the supervisor. The successful candidate shall report to the Municipal Manager.

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DRIVER: SPEAKER

Salary: R282 241.06 p.a. (excluding benefits)

Requirements and competencies: Grade 12 or ABET qualification. A valid driver's license. At least 2 years relevant experience. Ability to read and write. Ability to interact with SAPS and security services in respect of high profiled functions. Ability to work under pressure and beyond working hours.

Duties and Responsibilities: Drive the Speaker to designated areas: meetings and workshops in and outside the municipal boundary. Carry out tasks related to the work assigned by the Speaker. Deliver invitations from the office to different stakeholders as and when requested by the Speaker. Conduct inspections on the Speaker's vehicle before embarking in a trip. Use designated routes to specific location or venue. Ensure that the Speaker's vehicle is properly maintained and serviced.

TECHNICAL SERVICES DIRECTORATE

SUPERINTENDENT: WATER AND SANITATION

Salary: R319 486.20 per annum. (Excluding benefits)

Requirements: A Degree /National Diploma in Civil / Water Engineering qualification or equivalent. Valid driver's license is an essential requirement and computer literacy. At least three years' relevant experience. Problem solving skills. Ability to plan and organize. Be able to work overtime when required.

Duties and Responsibility: Manage and monitor infrastructural sections. Co-ordinate and control the operational functionality of the water and sanitation system of the municipality to ensure that sustainable services are delivered through trustworthy and well-maintained infrastructure. Responsible for the development of operations and maintenance plans of water and sanitation infrastructure. Drafting and review of plans related to water and sanitation. Evaluate and review technical reports and designs for all water and sanitation related capital projects. Investigate most effective ways to deliver water and sanitation services. Responsible for formulation, implementation and management of water and sanitation bylaws. Management of all water and sanitation infrastructure. Prepare reports for council committees and management. Support and manage (including supervision and monitoring) staff under the section and area of operation. Direct and control the Key Performance Indicators and outcomes of personnel within the section. Perform administrative tasks/activities related to the activities/operations. Maintain operational efficiency. Responsible for Occupational Health and Safety of Section.

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SUPERINTENDENT: ROADS

Salary: R319 486.20 per annum. (Excluding benefits)

Requirements: A Degree /National Diploma in Civil Engineering qualification or equivalent. Valid driver's license is an essential requirement and computer literacy. At least three years' relevant experience. Problem solving skills. Ability to plan and organize. Be able to work overtime when required.

Duties and Responsibility: Manage and monitor infrastructural sections. Co-ordinate and control the operational functionality of the roads infrastructure system of the municipality to ensure sustainable services are delivered through trustworthy and well-maintained infrastructure. Responsible for implementation of operations and maintenance plans of roads and stormwater infrastructure. Execute and manage the financial aspects, implementing procedures, establishing health and safety for maintenance of high-level service delivery to the community. Ensure the execution and application of procedures and attending to deviations in productivity and performance to ensure downtime and disruption to services are minimized through the implementation of appropriate corrective measures to ensure functionality is in line with priorities supporting strategic service delivery in the Integrated Development Plan of the municipality. Direct supervision and monitoring of personnel, equipment and yellow fleet to maintain a high level of service delivery. Direct and control the Key Performance Indicators and outcomes of personnel within the section. Perform administrative tasks/activities related to the activities/operations. Maintain operational efficiency. Responsible for Occupational Health and Safety of Section.

SUPERINTENDENT: BUILDING

Salary: R319 486.20 per annum. (Excluding benefits)

Requirements: A Degree /National Diploma in Building Sciences qualification or equivalent. Valid driver's license is an essential requirement and computer literacy. A two to Three years' relevant experience. Problem solving skills. Ability to plan and organize. Be able to work overtime when required.

Duties and Responsibility: Manage and monitor infrastructural sections. Co-ordinate and control the operational functionality of buildings of the municipality to ensure sustainable services are delivered through trustworthy and well-maintained infrastructure. Execute and manage the financial aspects, implementing procedures, establishing health and safety for maintenance of high-level service delivery to the community. Ensure the execution and application of procedures and attending to deviations in productivity and performance to ensure downtime and disruption to services are minimized

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through the implementation of appropriate corrective measures to ensure functionality is in line with priorities supporting strategic service delivery in the Integrated Development Plan of the municipality. Direct supervision and monitoring of personnel and equipment to maintain a high level of service delivery. Direct and control the Key Performance Indicators and outcomes of personnel within the section. Perform administrative tasks/activities related to the activities/operations. Maintain operational efficiency. Responsible for Occupational Health and Safety of Section.

BUDGET AND TREASURY OFFICE

ASSISTANT DIRECTOR: BUDGET AND REPORTING

Salary : R523 334.53 per annum (Excluding benefits)

Requirements: An NQF level 6, relevant B-Degree in Cost and Management Accounting/Financial Accounting/Financial Management or equivalent. A minimum of three (3) years relevant supervisory experience. Knowledge of local government legislations. Good communication and interpersonal skills, facilitation skills, analytical skills, organizing skills, office administration and report writing skills. A valid driver's license and computer literacy. Minimum Competency Level Certificate in terms of the Municipal Regulations on Minimum Competency Levels will be an added advantage.

Duties and Responsibilities: Co-ordinates and supervise the Budget and Reporting processes, aligning procedures, systems and controls, executing applications to enhance service delivery. Manage preparation of quarterly and year-end financial statements on GRAP using CaseWare, monthly reconciliation of management accounts, clearing of suspense accounts, processing month and year-end closures, and reconciliation of general ledger accounts. Follow up on departmental debtors and maintain the trial balance. Coordinate the preparation of budgets and budget adjustments as per legislation. Follow up and clear audit queries. Render financial management support to business units. Perform any other official duties delegated by the supervisor. The successful candidate shall report to the CFO.

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CHIEF ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT

Salary : R444 429.79 per annum (Excluding benefits)

Requirements: An NQF level 6, relevant B-Degree Supply Chain Management / Accounting or equivalent. A minimum of two (02) years' experience. Knowledge of local government legislations (Municipal Finance Management Act, Municipal Systems Act, Municipal Structures Act, etc.) Good communication and interpersonal skills, facilitation skills, analytical skills, organizing skills, office administration and report writing skills. A valid driver's license and computer literacy. Minimum Competency Level Certificate in terms of the Municipal Regulations on Minimum Competency Levels will be an added advantage.

Duties and Responsibilities: Co-ordinates and supervise the Supply Chain Management processes, aligning procedures, systems and controls, executing applications to enhance service delivery. Supervise and control SCM personnel with regard to performance, productivity and discipline. 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. 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. Monitor requisitions for bids from various directorates and implement as per policy. Ensure procedural opening tender box and bids; as well as uploading relevant information on the municipality's website after closure of tender. Administer Bid Evaluation Committee report for the Bid Adjudication Committee. Link requirements with available budgets, facilitate all bidding processes and apply demand management system and procedures. Ensure that the process complies with the Supply Chain Management Policy and relevant legislation and report irregularities. Update tender register, handle enquiries and all price increases on tenders. Compile yearly procurement plans for various directorates. Ensure all information are recorded and kept properly for auditing purposes. Perform any other official duties delegated by the supervisor. The successful candidate shall report to the Assistant Director: SCM.

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ACCOUNTANT: EXPENDITURE

Salary : R444 429.79 per annum (Excluding benefits)

Requirements: An NQF level 6, relevant B-Degree in Accounting or equivalent. A minimum of two (02) years' experience. Knowledge of local government legislations. Good communication and interpersonal skills, facilitation skills, analytical skills, organizing skills, office administration and report writing skills. Ability to meet deadlines and work under pressure. Willingness to work long hours. A valid driver's license and computer literacy. Minimum Competency Level Certificate in terms of the Municipal Regulations on Minimum Competency Levels will be an added advantage.

Duties and Responsibilities: Assist the Chief Financial Officer with compilation of the Budgets, Reports and Annual Financial Statements in accordance with GAMAP standards. Implementing budget control measures over Expenditure and compile monthly reports. Ensure that all Ledger Accounts and Suspense Accounts are reconciled on a monthly basis. Responsible for management, guidance and assistance of staff in the Budget and Treasury Office. Updating of financial backlog of the municipality. Perform any other official duties delegated by the supervisor. The successful candidate shall report to the Assistant Director: Budget and Reporting.

COMMUNITY SERVICES DEPARTMENT

SUPERINTENDENT: LAW ENFORCEMENT

Salary: R319 486.20 per annum (Excluding benefits)

Requirements: Requirements: A Traffic Diploma or equivalent. A minimum of three years relevant supervisory experience. A valid Code EC Driver's license. Computer, negotiations and supervisory skills. A clean criminal record.

Duties and Responsibilities: Ensure adherence to traffic law enforcement and flow. Supervise duties of personnel in the division and ensure adherence to relevant legislation. Administer office resources and logistics. Check summons issued by personnel and ensure processing in line with legislation. Administer issuing of notices and summons to ensure law enforcement. Manage and perform point duty and traffic control. Conduct roadworthy tests. Keep records and compile reports on duties performed. Ensure that testing equipment are kept in good order. Attend to enquiries and queries on law enforcement. Perform any other official duties delegated by the supervisor. The successful candidate shall report to the Assistant Director Traffic and Licencing.

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ENVIRONMENTAL OFFICER

Salary: R282 241.06 per annum (Excluding benefits)

Requirements: National Diploma/Bachelor 's Degree in Environmental Sciences / Management. Computer literacy, sound communication skills, negotiation skills. Minimum two (02) years relevant experience. A valid motor vehicle drivers' licence.

Duties and Responsibilities: Implement Community Services Strategy with respect to service delivery. Supervise General Workers providing services in waste management for refuse removal, public toilets, street cleaning, parks and cemeteries. Define, implement, monitor short-term plans and objectives for environmental management functionality. Formulate and implement procedures, systems and controls to regulate specific work sequences and general practices /processes as prescribed by Environmental Legislation and By-laws. Develop and implement environmental management programmes. Perform environment related inspection activities to determine adherence. Develop good relations and effective communication between stakeholders and the municipality. Monitor and evaluate work methodology of implementing agents and service providers. Perform any other official duties delegated by the supervisor. The successful candidate shall report to the Chief Environmental Officer.



EXAMINER

Salary: R282 241.06 per annum (excluding benefits)

Requirements and Competencies: Traffic Officer's Diploma/ Diploma as Examiner for Driving Licences Grade B. Code EC Driving Licence. Registration certificate as an examiner for driving licence. No criminal records. 2 years relevant experience. Local Government experience will be an added advantage. Must be innovative, flexible and proactive. Ability to work without constant supervision. Computer literacy. Good communication skills both verbal and written. Knowledge of relevant legislations.

Duties and Responsibilities: Perform activities associated with the examination, testing and issuing of learner and driving licenses and road worthiness certification through the application of laid down assessment and inspection procedures. Attend to administrative reporting and recordkeeping requirements. Guide personnel with the execution of specific activities to ensure drivers and vehicles conform with the requirements of the Road Traffic Act and regulations contributing to the safety of all users. Checking details of application received against identification and/or relevant supporting

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documents. Apply written/ oral testing sequence, moderating results and, establishing and informing applicants of outcomes. Determine mechanical roadworthiness of all codes of vehicles in accordance with Road Safety and Traffic legislations, conducting visual tests and using electronic test equipment to establish conformance/ deviations with specifications and/ or driving vehicles to assess braking/ steering performance prior to issuing certification. Update schedules and registers reflecting licensing and testing applications processed and extracting summarized reports detailing the status of activities and forwarding to the immediate superior for processing. Monitor the execution of cleaning sequences and/ or the storage of equipment at the Testing Pit and implementing corrective measures to support compliance with specific safety standards.

TRAFFIC OFFICER

Salary: R241 862.06 per annum (Excluding benefits)

Requirements: Basic Traffic Diploma, A valid driver's license, At least two to three years experience. Ability to communicate in English. Computer literacy. Be responsible. Ability to work under pressure.

Duties and responsibilities: Manage the flow of traffic during peak periods, special events or at an accident scene. Monitor the flow of traffic and assist in easing in delays. Help to redirect traffic to less congested areas. Facilitate the removal of cars obstructing the flow of traffic.

CORPORATE SERVICES DEPARTMENT

INFORMATION COMMUNICATION TECHNOLOGY (ICT) TECHNICIAN

Salary: R282 241.06 per annum (Excluding benefits)

Requirements: National Diploma in Information Technology or Equivalent qualifications. Qualification in A+, N+, MCITP, MSCA and MCSE will be an added advantage. At least 2 years' experience in computer networks, servers and systems maintenance. Ability to act independently. Good human relations to interact with personnel and the public. A valid driver's license and computer literacy.

Duties and Responsibilities: Setting up workstations with computers and necessary peripheral devices. Installing and configuring appropriate software and functions according to specifications.

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Checking computer hardware (HDD, mouses, keyboards etc.) to ensure functionality. Develop and maintain local networks in ways that optimize performance. Ensure security and privacy of networks and computer systems. Maintain records/logs of repairs and fixes and maintenance schedule. Organize and schedule upgrades and maintenance without deterring others from completing their work. Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.). Identify computer or network equipment shortages and place orders. Provide orientation and guidance to users on how to operate new software and computer equipment. A successful ICT Technician must have a thorough knowledge of computer software and hardware and a variety of internet applications, networks and operating systems. The successful candidate shall report to Chief Admin Officer: ICT.

DEVELOPMENT AND TOWN PLANNING DIRECTORATE.

REGISTRAR: LAND USE MANAGEMENT

Salary: R282 241.06 per annum (Excluding benefits)

Minimum Requirements: National Diploma in Town and Regional Planning. Code B drivers' licence. Minimum of two (02) years relevant working experience in municipal related administration of land use applications and property standards. Good interpersonal skills to deal with the general public and other stakeholders on a daily basis in a tactful and courteous manner.

Duties and Responsibilities:

Record all applications as received from applicants regarding township establishments, re-zoning, removal of restrictions and applications where objections were received. Record and circulate all data as required by SPLUMA legislation. Assist in co-ordinating all inputs/reports from other departments. Compile reports /proposals to be submitted to the Tribunal. Liaise with applicants when required. Liaise with the Authorised Official regarding submissions of applications to the Tribunal. Record all consent use applications, subdivisions, consolidations and Traditional Use applications. Perform any other tasks delegated by supervisor.

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Greater Letaba Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) through filling of these positions as such candidates whose appointment /promotion encourages representation will receive preference. The municipality reserves the right not to fill any of the advertised position(s). Errors and Omissions excluded.

Interested individuals must fully complete GLM employment application form for employees below section 56 managers obtainable from municipal offices and website(www.greaterletaba.gov.za) and attach Curriculum Vitae, certified copies of qualification, and ID. Short listed candidates shall be required to produce original copies of qualifications.

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 hand delivered at the **Municipality, 44 Botha Street, Civic Centre, Modjadjiskloof** and no faxed or e-mailed applications will be accepted.

Enquiries: **Mr. Mapatha S.P or Mr. Mailula M.J @ 015 309 9246 @ Ext: 7489 & 7446**

Closing date: **25 March 2020**

MUNICIPAL MANAGER
Dr.SIROVHA K.I