



GREATER LETABA MUNICIPALITY

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

PERMANENT VACANCIES EXTERNAL ADVERTISEMENT BUDGET AND TREASURY OFFICE

Manager Expenditure

Salary: R 642 378.78 (Basic salary)

Requirements: Grade 12 • A relevant three (3) year tertiary qualification, preferably a National Diploma or B Com Degree with Financial Accounting as a major subject. • Relevant experience in Expenditure management and mSCOA knowledge • High level Computer proficiency (with excellent Excel, Word, and PowerPoint skills) • Valid Code B driver's license

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.

Admin Officer Assets and Fleet

Salary: R 343.168.01 (Basic salary)

Requirements: Grade 12 • A Degree/National Diploma in Finance/ Accounting or equivalent. A minimum of Two (02) years relevant experience in Finance. Knowledge of local government legislations.

Key performance areas: Compile and maintain asset and inventory register • Transfer of assets and write off • Preparations of assets and fleet reports • Physical verification of municipal assets and labelling of new assets • Prepare sale of assets through auction or other prescribed means of disposal of assets exceeding the allowable life cycle • Ensure that assets are insured.

Assistant Accountant Pay roll

Salary: R 343 168.01 (Basic salary)

Requirements: Grade 12 • B-Degree/National Diploma in Accounting/Pay roll or any other relevant qualifications • Certificate in Pay Day system shall add advantage • Minimum of 1-2 years related experience.

Key performance areas: Ensure that all pay roll transactions are processed efficiently • Ensuring that payments to employees are verified and approved • Checks the earning and deduction input on the various pay-rolls • Checks PAYE monthly, finalizes IRP 5, balancing of PAYE for final assessment by SARS+ and assist in SARS Audit • Ensure that all employees receive their salaries on time and certified correct by checking and authorizing payment voucher as well as weekly and monthly wages

OFFICE OF THE MUNICIPAL MANAGER

Deputy Manager Internal Audit

Salary: R 540 367.54 (Basic salary)

Requirements: Grade 12 • National Diploma in Internal Auditing/Accounting or equivalent qualification • Understanding of Institute of Internal Auditors International Standard for Professional Practice of Internal Auditing • Knowledge of Municipal Finance Management Act (MFMA) and Treasury regulations • Relevant experience. • Valid Code B driver's license

Key performance areas: Assessing and evaluating the adequacy and effectiveness of internal controls procedure and processes • Ensure that Audit program and plans are implemented • Evaluate auditees responses and perform follow-up audits, conduct ad-hoc assignment/investigations as and when necessary • Provide administrative support to the Audit Committee • Provide assurance of compliance to legislation as well as policies and procedures of the municipality; Ensure collection of relevant, sufficient, and useful audit evidence.

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

GREATER LETABA MUNICIPALITY

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

TECHNICAL SERVICES DEPARTMENT

Deputy Manager Electrical Maintenance and Operations

Salary: R 540 367.54 (Basic salary)

Requirements: Grade 12 • B-Degree or National Diploma in Electrical Engineering • Electrical Trade Test certificate • Valid Code B Driver's License • Minimum of 3 year's engineering related experience.

Key performance areas: Develop a long term grid and non-grid electrification strategy and plans that is aligned to the national electrification programme • Oversee the process of coordinating all Municipality's operating on the maintenance plan • Monitor timeously delivery of electrical engineering plans within the scope and budget • Manage the procurement, distribution and supply of electricity in the licensed supply area of the Municipality as issued by the Electricity Regulator • Implement the incident protocol to manage interruptions of a major scale.

COMMUNITY SERVICES DEPARTMENT

Traffic Officer:

Salary: R 294 073.62 (Basic salary)

Requirements: Grade 12 • Traffic Officers National Diploma/traffic management or equivalent qualification • Registration as Traffic Officer • Valid Code B Driver's License • No criminal records • Firearm proficiency.

Key performance areas: Be responsible for the management and coordination of municipal traffic service functions – Law enforcement traffic transgression and municipal by-laws • Plan and facilitate law enforcement operations and ensure that all traffic regulations and laws are effectively enforced • Be responsible for the execution and management, development, planning and design functions with regard to the traffic management plan • Develop short, medium and long-term traffic law enforcement strategies • Conduct research and inspection • Administering road accidents, road safety unit and supporting emergency and rescue personnel during major disasters.

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 Lekhota M.P or Lebepe N at 015 309 9246/7/8.

Closing date: 05th April 2024 at 12H00.


MUNICIPAL MANAGER
SEWAPE M.O.


DATE

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