



GREATER LETABA MUNICIPALITY

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

MUNICIPAL MANAGER 'S OFFICE

SECRETARY OF THE MUNICIPAL MANAGER

Basic Salary : R142 732-76 P.A

Requirements: Grade 12 and Secretariat Diploma. A National Diploma will be an added advantage. Telephone etiquette, communication, interpersonal and organizing skills. Must be able to maintain confidentiality and have the ability to work under pressure.

Duties and Responsibilities: •Manage the diary of the Municipal Manager. •Arrange appointments on behalf of the Municipal Manager. • Typing of documents and reports. •Attend to other administrative duties in the office. •Book accomodation and make travel arrangements.

INFRASTRUCTURE DEVELOPMENT AND PLANNING

ROLLER COMPACTOR OPERATOR

Basic Salary: R88 573.57 P.A

Requirements: Abet level 4, code 8 drivers' license and operator's certificate in construction machinery. Two years related experience will be an added advantage.

Duties and Responsibilities: •To perform tasks associated with the operation of smooth –drum and pad foot compactor during earthworks, roads maintenance and re-gravelling activities. • Driving and manoeuvring the machine and engaging controls for compaction and levelling of surfaces.

MULTIPURPOSE MACHINE OPERATOR

Basic Salary: R88 573.57 P.A

Requirements: Abet level 4, code 8 drivers' license and operator's certificate in construction machinery. Two year experience will be an added advantage.

Duties and Responsibilities : •To perform tasks associated with the operation of multipurpose machine for excavation, loading, drilling, fittings for water, building, roads and electricity related activities. • Driving and maneuvering the machine and engaging controls for related activities.

CHIEF SUPERITENDENT-ROADS AND STORM WATER

Salary : 262 275.37 P.A (re-advert)

Requirements: Relevant B. Degree or three year National Diploma in Civil Engineering or Equivalent. Three years experience in the related field. Valid driver's lincense.

Duties and Responsibilities: •Allocate, monitor and control road repair and construction. •Providing physical indicators / written guidelines of depth and levels to be removed and quantities of compacting and/or other material to be used and, work sequences to follow in preparation for repair, installations or surfacing. • Provide information to residents on activities and work sequences and/ or obstructions. •Adjust the operating levels on high pressure jetting machines, vacuum, sweepers, etc. •Coordinate and attend to the cleaning of paved surfaces, side-drainis, pipes and canals.

FINANCE DEPARTMENT

CHIEF FINANCIAL OFFICER

Five years Performance based contract

TOTAL REMUNERATION PACKAGE: NEGOTIABLE

REQUIREMENTS: Relevant B degree or diploma majoring in Accounting. A postgraduate degree in Accounting field will be an added advantage. Possession of CPMD certificate will be an added advantage. In-depth knowledge of MFMA and different municipal regulations and related legislative frameworks. Project management, human resource and financial management skills are essential. Verbal and written communication skills with ability to communicate with a broad spectrum of stake holders. Computer literacy, analytical, problem solving and policy formulation skills are required. Leadership, team building, negotiation, conflict management, good interpersonal relations skills and ability to mentor employees. Minimum of five (5) years related working experience. Extensive knowledge of local government legislation and understanding of local government financial systems. Highest standards of ethical and moral conduct.

KEY PERFORMANCE AREAS:

- Management of the budget, revenue and expenditure, financial administration including supply chain management and accounting systems.
- Compilation of the budget according to MTREF.
- Develop and implement pertinent policies and procedures.
- Develop and maintain effective and efficient systems of financial and risk management and control.
- Develop and ensure the successful implementation of debt collection, credit control and revenue enhancement strategies.
- Prepare and submit all legislated reports to council, treasury and other relevant government departments .Compile annual financial statements that are GRAP compliant.
- Provide advisory services to the Accounting officer and council on financial policies and compliance.
- Provide support to other council structures.
- Participate in staff recruitment, selection, performance assessment, training, capacity building and overall supervision within the department.
- Liaise with provincial and national government institutions on financial matters.
- Performing other fiduciary responsibilities that are delegated by council.

ACCOUNTANT: BUDGET CONTROL AND FINANCIAL REPORTING

Basic Salary: R262 275 .37 P.A

Requirements: National Diploma in Accounting / B Com in Accounting or Equivalent. Valid driver's license is an essential requirement and advanced computer literacy. Three years experience.

Duties and Responsibilities: •Manage the key performance associated with recording balancing, reconciliation, reporting and control of the consolidated capital and operational budgets. • Prepare of financial reports to support key management decision•Contribute towards the allocation of resources in achieving the integrated development plan, SDBIP and the council annual budget. • Update and maintain the financial system in accordance with financial procedures manual to facilitate data accuracy and information congruency in financial reporting. • Implement and monitor application of financial policy and procedure to ensure improved financial management and control within all departments. •Complete monthly budget and annual reports for National Treasury and forms for council in accordance with statutory regulations.

ACCOUNTANT: REVENUE

Basic Salary: R262 275 .37 P.A

Requirements: National Diploma in Accounting / B Com in Accounting or Equivalent. Valid driver's license is an essential requirement and advanced computer literacy. Three years experience.

Duties and Responsibilities: •Analyzing and verifying transactional recordings, debtor reports and summaries and, processing or approving adjustments to entries. •Controlling the reconciling of debtor accounts and the overdue debtors and/or communicating, calculating and establishing payment terms and conditions with defaulters or approving specific payment arrangements. • Analyzing Debtor Age analysis reports and check the status of accounts with a view to referring arrears/overdue accounts for further action. •Analyzing and preparing reports on the status of revenue accounts and making available explanations on specific variances. •Compiling financial statements detailing the financial transactions and cash flow for the accounting period. • Monitoring the updating of revenue related accounting records in respect of service, billings and levies.

CREDITORS CLERK

Basic Salary: R142 732.76 P.A

Requirements: National Diploma in Accounting / B Com in Accounting or Equivalent.
Valid driver's license is an essential requirement and advanced computer literacy.

Duties and Responsibilities: • Prepare invoices on computer using the municipality financial systems. • Receive invoices from departments or companies. • Verifies order number on invoice, prices on invoices versus orders, supporting documentation and signatures. • Capture invoices and orders on hard drive. • Generate goods received note to match goods or services rendered against the order.

FLEET CLERK

Basic Salary: R142 732.76 P.A

Requirements: National Diploma in Accounting / B Com in Accounting or Equivalent.
Valid driver's license is an essential requirement and advanced computer literacy.

Duties and Responsibilities: •Physical verification of vehicles. Identify and assign vehicle. •Ensure a complimentary and cohesive process of vehicle and equipment repairs, rapid turnaround of vehicles and equipment, and quality assurance/ quality control procedures are in place and functioning properly. • Assist in the development of the annual budget for the Fleet Maintenance and assist in the management of the approved budget throughout the year. •Execute the daily assignment of work and ensuring the completion of tasks.

ASSET MANAGEMENT CLERK

Basic Salary: R142 732.76 P.A

Requirements: National Diploma in Accounting / B Com in Accounting or Equivalent.
Valid driver's license is an essential requirement and advanced computer literacy.

Duties and Responsibilities: •Updates office data by ensuring that the asset is still located in the particular office. • Reconcile monthly log sheets. Issue log books and itinerary and monitor vehicles in line with policies, control systems and procedures. • File transport documents e.g. petrol slips, log sheets. • Assist the supervisor with the monthly fleet reconciliation. • Investigate any queries and submit report to Chief Admin Officer-Auxiliary services for appropriate action.

CORPORATE SERVICES DEPARTMENT

CHIEF ADMIN OFFICER: INFORMATION TECHNOLOGY

Basic Salary: R262 275 .37 P.A

Requirements: National Diploma or Degree in Information Technology. Valid driver's license is an essential requirement and advanced computer literacy. Three years experience.

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 soft ware. Liaise with internal department and vendors for supply of equipments. •Recommend policies, plans and standards for physical and logical security, electronic communication and, computer and network usage

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 promotes representation will receive preference. The municipality reserves the right not to fill any of the advertised position(s).

Interested persons must send an application letter stating clearly the position the applicant is applying for, curriculum vitae, certified copies of academic qualifications, certified copies of academic records, certified copies of Identity document and drivers license must accompany the application. Short listed

candidates will be required to produce original copies of qualifications and identity document on or before the appointment.

Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 60 days of the closing date, kindly assume that your application was not successful. 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, Botha Street, Modjadjiskloof** and no faxed or e-mailed applications will be accepted.

Enquiries: Ms Mahlagaume T.M and Mr Shilenge RR @ 015 309 9246/7/8

Closing date: 15 December 2011

**I.P. MUTSHINYALI
MUNICIPAL MANAGER**