



GREATER LETABA MUNICIPALITY



CORPORATE SERVICES-HRMD UNIT

INTERNAL MEMORANDUM

PERMANENT VACANCIES INTERNAL ADVERTISEMENT TECHNICAL SERVICES DEPARTMENT

Truck Driver

Basic Salary: R 215 246.64 (Basic salary)

Requirements: Grade 12 • Possession of EC driver's licence with PrDP • Must possess a high degree of integrity and trust along with the ability to work independently • Minimum 1-2 years of truck hauling experience • A clean driving record • Must be healthy and strong enough to tie down loads properly.

Key performance areas: Drive truck to areas of destination • Drive other heavy and light vehicles when required • Conduct the prescribed pre-trip inspection and report any problems to the immediate supervisor • Relieve other truck drivers.

COMMUNITY SERVICES DEPARTMENT

Secretary to the Senior Manager Community Services

Salary: R307 306.92 (Basic salary)

Requirements: Grade 12 • Computer Literacy: MS Office • 0-2 years relevant experience • In-depth knowledge of municipality's policies and procedure as well as relevant legislations • Able to follow complex instructions as contained in written communication.

Key performance areas: Operates under limited supervision • Performs complex administrative functions which require specialised knowledge • Able to follow complex instructions as contained in written communication • Conducts quality check of work for errors and omissions before submission • Executes tasks in order of priority and urgency.

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.

Mr SEWAPE M.O.

MUNICIPAL MANAGER

DATE