



GREATER LETABA MUNICIPALITY

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

INFRASTRUCTURE DEVELOPMENT AND PLANNING

PMU TECHNICIAN

Three year contract

Salary : an inclusive package of R 240 000.00 per annum

Requirements: B Degree or Three year National Diploma in Civil Engineering. Three Years experience in the Civil Engineering environment. Valid driver's license is an essential requirement and advanced computer literacy.

Duties and Responsibilities: Coordinate the Special Municipal Infrastructure Fund applications. Coordinate and administer service agreements and contracts with contractors and consultants for each project. Assess the socio economic impact of MIG projects on communities. Facilitation of backlog studies and environmental impact assessments of projects. Technical support and evaluation of proposed projects for alignment with the municipal IDP's and the Limpopo Employment Growth and Development Plan. Conduct site visits to ensure compliance with business plan conditions. Manage cash flows and committed project expenditure. Project –manage labour intensive projects in line with the EPWP.

METER READER

Salary : 62 113.72 per annum(LEVEL 12)

Requirements: Grade 12 and Computer Literacy. Valid driver's license is an essential requirement for the position.

Duties and Responsibilities: Deliver accounts statements for water and electricity consumptions. Liaise and communicate with the clients owing the municipality. Checking, identifying the status of connections and recording any acts of tampering and damages incurred on connections and flow meters. Commencing with locating

consumption meters, reading, recording and verifying accumulated totals on display with figures on the registers. Forwarding completed schedules to the immediate superior for further processing.

CHIEF SUPERINTENDENT-ROADS AND STORM WATER

Salary : 194 751 P.A (LEVEL 03)

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

Duties and Responsibilities: Allocates, monitors and control road repairs 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. Providing 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-drains, pipes and canals.

LOCAL ECONOMIC DEVELOPMENT

INTERNS (ONE POSITION)

Salary: R 2500.00 per month

Requirements: Relevant B. Degree or National Diploma in Planning, Tourism and or Entrepreneurship. Excellent Interpersonal and Communication Skills. Advanced Computer literacy.

CHIEF ENVIRONMENTAL OFFICER

Salary : 194 751 P.A (LEVEL 03)

Requirements: Relevant B. Degree or three year National Diploma in Environmental Science or Equivalent. Three year experience in the related field. Valid driver's license.

Duties and Responsibilities: Conduct inspections and investigations of residential, commercial or other occupied premises and/or open spaces and/or public facilities to determine compliance to by-laws and statutory legislation. Assess and analyse the adequacy of structural design to accommodate specific business operations with due

consideration given to ventilation, lighting, emissions and waste extraction systems. Attending to complaints related to health and safety nuisances (overgrown vegetation, illegal dumping, etc) and record observations. Evaluate awareness and adequacy of procedures related to refuse and waste handling and disposal and collects and perform tests/ analysis on samples. Enforces specific procedures and measures on residents, commercial and industrial businesses. Participate in the delivery of awareness and educational programmes on environmental health approaches to safe and healthy living to the community.

GENERAL WORKERS (10 POSITIONS)

Salary : R 52 070.00 P.A (LEVEL 13)

Requirements: ABET or Equivalent. Relevant experience will be an added advantage

Duties and Responsibilities: Cleaning worksites, storing equipments and tools and load materials prior to departure from worksites. Loading materials and other products and/or holding and guiding plant/equipment during the hoisting and placement.

GRADER OPERATOR (TWO POSTS)

Salary: R94 244.00 P.A

Requirements: Grade 12 or ABET literacy and a code 08 driver's license. Must be healthy without sinusitis or similar problems as the working environment is extremely dusty. Be able to work under pressure.

Duties and responsibilities : To work extensively with the Roads and Storm water section as a Grader Operator being responsible for grading, lading and building up of roads in all 103 villages. Be prepared to work long hours and even after hours when needs be.

CORPORATE SERVICES DEPARTMENT

CHIEF ADMIN: HUMAN RESOURCE MANAGEMENT

Salary: R194 751 P.A (LEVEL 03)

Requirements: Relevant RVQ 13 qualifications with HR and Labour as a Major courses.

Duties and Responsibilities: Deal with Human Resource administration.Appointments of personnel benefits. Deal with advertisement and interviews. Handle Local Labour Forum Issues. Deal with labour relations matter.

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

Interested persons may send an application letter stating clearly the position the applicant is applying for, certified copies of academic qualifications, certified copies of Academic records and the curriculum vitae must accompany all applications. Short listed candidates will be required to produce original copies of qualifications 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 : Shilenge R R/ Mahlagaume T.M @ 015 309 9246/7/8

Closing date: 28 January 2011