



GREATER LETABA MUNICIPALITY

P.O. Box 36, Modjadiskloof, 0835,
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Greater Letaba Municipality hereby invites applications from suitably qualified candidates to fill the following positions:

OFFICE OF THE MUNICIPAL MANAGER

PERSONAL ASSISTANT OF THE MAYOR

Salary: R363 268.08 per annum (excluding benefits)
Requirements: B Degree, National Diploma in Public Relations or Equivalent. A minimum of three to four (3-4) years experience as an administrator. Computer literacy. Knowledge of local government, community organisations and its dynamics. Knowledge of Municipal Financial Management Act and other relevant legislations. A valid Code B driver's licence. **Competencies:** Good communication and interpersonal skills, organizing skills, office administration, time management, innovative, report writing skills and be able to take minutes. Must be able to maintain confidentiality and ability to work under pressure.
Duties and Responsibilities: •Attend to matters requiring external liaison (written and personal). Accompany the Mayor on his official events. •Perform administrative duties in the office of the Mayor. •Assist with arrangements of municipal events and projects. •Administer and handle queries directed to the Mayor. •Scheduling, confirming and updating the diary of the Mayor and alerting or indicating priority/urgent meeting requiring attention. •Organising, confirming and scheduling meetings / appointments with internal departments and external stakeholders. •Arrangements of travelling logistics for the Mayor •Maintains and access records of discussions, instructions and correspondences. •Screen all calls and visitors, take messages and returns calls. •Contribute to budgetary provisions for the Mayor's Office and monitor expenditure. •Perform any other official duties delegated by the supervisor. •The successful candidate shall report to the Assistant Director: Mayor's Office.

CHIEF ADMIN OFFICER: PMS

Salary: R363 268.08 per annum (excluding benefits)
Requirements: B Degree / National Diploma in Development Studies/ Public Administration, Human Resources or equivalent. A minimum of three to four (3-4) years experience in individual and institutional Performance Management System (PMS). Knowledge of local government legislations (Municipal Finance Management Act, Municipal Systems Act, Regulations, etc.) and performance reporting. A valid Code B driver's licence. A thorough knowledge of computer applications (Microsoft Word, Excel, Powerpoint, etc.).
Competencies: Good communication and interpersonal skills, facilitation skills, analytical skills, organizing skills, presentation skills, office administration and report writing skills.
Duties and Responsibilities: •Provide inputs into and generating aspects that should be included in the Organisational Strategic Plan and IDP during the review process. •Provide inputs in the developmental of SBDP, Institutional, Departmental and Sectional Scorecards. •Assist in ensuring the implementation of the organisational strategy. •Develop performance standards in order to ensure standardisation of performance. •Assist the Council to improve service delivery by channelling its resources to meet the set performance targets and ensuring that the municipality achieves its strategic objectives as contained in its IDP. •Continuously monitor and periodically measure and review performance of the municipality in terms of indicators and targets for efficiency, effectiveness and impact. •Promote the culture of excellent performance and reward in the municipality. •Assist in management of poor performance. •Ensure functionality of the municipality's performance management system. •Continuously audit the performance measurements of the municipality. •Compile quarterly performance reports and portfolio of evidence for auditing prior submission to the relevant structures. •Prepare record keeping of PMS records. •Contribute to budgetary provisions for PMS programmes and monitor expenditure. •Perform any other official duties delegated by the supervisor. •The successful candidate shall report to the Assistant Director: PMS.

CHIEF ADMIN OFFICER: PUBLIC PARTICIPATION

Salary: R363 268.08 per annum (excluding benefits)
Requirements: B Degree / Public Management or equivalent. A minimum of three to four (3-4) years experience in Local Government environment. Knowledge of local government legislations (Municipal Finance Management Act, Municipal Systems Act, Municipal Structures Act, etc.). Computer literacy. A valid Code B driver's licence.
Competencies: Good communication and interpersonal skills, facilitation skills, analytical skills, organizing skills, office administration and report writing skills.
Duties and Responsibilities: •Ensure continuous interaction between the Council and the community. •Coordinate and facilitate consultation programs on IDP/Budget, policies and by-laws, etc. and other consultative processes as required by legislation. •Coordinate and facilitate inputs and feedback to communities. •Participate in the Integrated Development Planning processes to achieve the municipality's service delivery objectives. •Facilitate the development of Public Participation Strategy and Implementation Plan. •Develop Public Participation programme, verify resource allocations and execution procedures. •Organise ward committee meetings in consultation with councillors, attend and take minutes. •Organise and attend community meetings with stakeholders as delegated. •Promote intra and inter sectoral collaboration. •Arrange CBP trainings with ward committees. •Receiving reports from ward committees •Compile monthly reports for submission to relevant structures. •Contribute to budgetary provisions for public participation programmes and monitor expenditure. •Perform any other official duties delegated by the supervisor. •The successful candidate shall report to the Assistant Director: Mayor's Office.

CORPORATE SERVICES DIRECTORATE

ASSISTANT DIRECTOR: CORPORATE SERVICES

Salary: R431 846.52 per annum (excluding benefits)
Requirements: B Degree, National Diploma or equivalent qualification in Administration / HRM/ Legal. A minimum of four to five (4-5) years' experience in corporate services environment. Knowledge of municipal legislations: Municipal Finance Management Act, Municipal Systems Act, Municipal Structures Act, Labour Relations Acts, etc. Computer literacy. A valid Code B driver's licence. A Certificate in MFMA/CPMD/ELMD will be an added advantage.
Competencies: Good communication and interpersonal skills, facilitation skills, analytical skills, organizing skills, presentation skills, office administration and report writing skills. Must be able to work under pressure and pay attention to detail and work independently.
Duties and Responsibilities: •Manage and supervise the Corporate Service Directorate: Human Resource section, Legal services, Records Management, Customer services, Switchboard and Council support/ Secretariat section. •Consolidate the Directorate reports, i.e. Monthly, Quarterly reports, Mid-term and Annual reports, Audits Committee reports, Portfolio Committee, EXCO and Council Committee reports. •Ensure the timeous availability/distribution of the portfolio, EXCO and Council schedules and agendas. •Ensure development and implementation of municipal complaints management system. Manage national, provincial hotlines and municipal complaint register. Ensure implementation of Bathoephele principles. •Monitor implementation of resolutions taken at management and executive and council meetings. •Manage performance of employees. •Manage delivery of services at the municipal sub-offices. •Manage appointment of employees, induction, probation, development, retention and terminations. •Handling all queries relating to the Directorate and its sub-sections. •Ensure implementation of municipal service standards. •Ensure proper management of legal matters and labour cases. •Responsible for management of budget for corporate services programmes including monitoring of expenditure. •Perform any other official duties delegated by the supervisor. •The successful candidate shall report to the Director: Corporate Services.

OCCUPATIONAL HEALTH AND SAFETY & EMPLOYEE WELLNESS OFFICER

Salary: R230 698.20 per annum (excluding benefits)
Requirements: B degree/ National diploma or equivalent qualifications in the OHS /HR/ Social Sciences. A minimum of 3 years' experience in the OHS environment. Membership with the OHS regulatory body will be an added advantage. Knowledge of the MFMA, BCEA, Occupational Health and Safety Act, etc. Computer literacy. A valid Code B driver's licence.
Competencies: Good communication and interpersonal skills, people management, finance management skills, problem solving skills, facilitation skills, analytical skills, planning and organizing skills, presentation skills, office administration and report writing skills.
Duties and Responsibilities: •Develop and implement occupational health and safety systems for the municipality and promote, co-ordinate, implement and manage OHS related policies, programmes, procedures and initiatives in consultation with OHS Committee. •Evaluate and monitor the level of compliance at the work place, construction sites, conduct work site audit and inspection within the municipality. •Conduct incidents investigations in the municipality. •Assist in the provision of quality HR services by providing effective and efficient professional OHS advice, support and services to the municipality. •Prepare health and safety specification for the municipality. •Develop, implement and monitor effective injury management strategies. •Provide advice and education to all managers and employees regarding OHS training needed for the organisation. •Responsible for agenda and logistic arrangements of OHS Committee meetings and its functionality. •Initiate and provide advice at incapacity investigations. •Assist employees and councillors to identify and advise on how to deal with personal, social and work-related challenges that may have a negative effect on the employees/ councillors performance and wellbeing. •Perform any other duties as may be delegated from

time to time. •The successful candidate shall report to the Chief Admin Officer: HRM.

ADMIN OFFICER : LEGAL SERVICES

Salary: R230 698.20 per annum (excluding benefits)
Requirements: B Degree/ National Diploma in Law or equivalent qualification. A minimum of 3 years' experience in the legal environment. Admission as an Attorney of the High Court will be added advantage / membership with the regulatory body will be an added advantage. Knowledge of the MFMA, Labour Relations, BCEA, etc. Computer literacy. A valid Code B driver's licence. Good research ability. Ability to understand legal documents and an understanding of the workings of local government. The ability to negotiate and draft contracts and international instruments. Knowledge of PAIA, PAJA and the Constitution is essential. Ability to interpret specific environmental legislation and general environmental law is required.
Competencies: Good communication, negotiation skills, and interpersonal skills, people management, finance management skills, problem solving skills, facilitation skills, analytical skills, planning and organizing skills, presentation skills, office administration and report writing skills.
Duties and Responsibilities: •Provide legal support to ensure compliance with relevant legislation. •Provide legal advice, opinions and prepare legal documents for the municipality. •Advice on the drafting and vetting of contracts and international instruments. •Provide strategic legal support to the municipality. •Facilitate compliance with PAIA and PAJA. •Provide legal education to municipal officials and councillors. •Develop and amend contracts and service level agreements (SLAs). Provide legal advice and comment on legislation independently. Provide departmental support and administrative tasks. •Prosecute municipal disciplinary hearings. •Investigate allegations of misconduct and recommend appropriate action. •Represent council in the South African Bargaining Council Conciliations, Arbitrations and CCMs. •Advise management and staff on grievance and disciplinary processes. •Perform any other official duties delegated by the supervisor. •The successful candidate shall report to the Chief Admin Officer: Legal.

BUDGET AND TREASURY

CHIEF ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT

Salary: R363 268.08 per annum (excluding benefits)
Requirements: B Degree/Diploma in Finance/Supply Chain/Purchasing/Procurement Management +3-4 years proven experience in the field of Local Government Finance, Procurement and Tender Management. Knowledge of Local Government Procurement Legislation including Municipal Finance Management Act, Regulations, Municipal Systems Act, etc. Computer literacy. A valid Code B driver's licence. A Certificate in MFMA/CPMD/ELMD will be an added advantage.
Competencies: Good communication and interpersonal skills, people management, problem solving, organizing skills, presentation skills, office administration and report writing skills. Applicants should also have a high level of discipline, analytical, innovative and time-managing skills.
Duties and Responsibilities: •Coordinate and control SCM processes in terms of the municipal SCM policy. •Supervise and control SCM personnel with regard to performance, productivity and discipline. •Ensure development of tender notices. •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. •Promote and implementation of BEE Programs. •Manage the flow/distribution of SCM information within the municipality to ensure that directorates are informed of all information pertaining to SCM as per National Treasury Guidelines. •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. •Perform any other official duties delegated by the supervisor. •The successful candidate shall report to the Assistant Director: Supply Chain Management.

ACQUISITION OFFICER

Salary: R230 698.20 per annum (excluding benefits)
Requirements: B Degree/Diploma in Finance/Supply Chain/Purchasing/Procurement Management. 3 years proven experience in the field of Local Government Finance, Procurement and Tender Management. Knowledge of Local Government Procurement Legislation including Municipal Finance Management Act, Regulations, Municipal Systems Act, etc. Computer literacy. A valid Code B driver's licence. A Certificate in MFMA/CPMD/ELMD will be an added advantage.
Competencies: Good communication and interpersonal skills, problem solving, organizing skills, presentation skills, office administration and report writing skills. Applicants should also have a high level of discipline, analytical, innovative and time-managing skills.
Duties and Responsibilities: •Prepare orders for various directorates and make requisitions. •Request quotations from suppliers in terms of the municipal supply chain management policy. Prepare tender documents. •Attend briefing sessions. •Filing of documents. •Coordinate and control procedures in respect of procurement. •Receive and verify information recorded. •Developing tender notices. •Ensure compliance with Council's SCM policy, SCM regulations, Treasury regulations and other applicable legislation. •Interact with suppliers and vendors. •Conduct quality checks of products and administrative systems and discuss observed deviations with supplier to facilitate rectification. •Assist in the promotion and implementation of BEE Programs. •Manage the flow/distribution of SCM information within the municipality to ensure that directorates are informed of all information pertaining to SCM as per National Treasury Guidelines. •Provides internal support to Departments on Procurement, Contract and Tendering issues. •Compile statutory reports in terms of the MFMA and the Supply Chain Management Regulations. •Supervise acquisition staff in the SCM Unit. •Administering and coordinating the public invitation for quotations, competitive bids and the handling, opening and recording of bids. •Perform any other official duties delegated by the supervisor. •The successful candidate shall report to the Chief Admin Officer: Supply Chain Management.

ASSET AND FLEET OFFICER

Salary: R230 698.20 per annum (excluding benefits)
Requirements: B degree/National Diploma in Transport Management, Supply Chain, Logistics, or equivalent qualification. A minimum of 3 years' experience in asset and fleet environment. Knowledge of Local Government Legislation including Municipal Finance Management Act, Regulations, Municipal Systems Act, etc. Computer literacy. A valid Code B driver's licence. A Certificate in MFMA/CPMD/ELMD will be an added advantage.
Competencies: Good communication and interpersonal skills, problem solving, organizing skills, presentation skills, office administration and report writing skills. Applicants should also have a high level of discipline, analytical, innovative and time-managing skills.
Duties and Responsibilities: •Compile and maintain the assets and inventory register of the Council. •Transfer and write off of assets. •Carry out physical verification of all municipal assets per department. •Updates office database. •Label new assets or re-label assets where necessary. •Reconcile monthly log sheet. •Monitor the issuing, control and allocation of vehicles in line with policies, control systems and procedure. •File transport documents, including petrol slips and log sheets. •Assist the section head with the monthly, quarterly and annual fleet reconciliation. •Investigate inquiries and submit report to the supervisor for appropriate action. Supervise both the Assets and Fleet officers. •Perform any other official duties delegated by the supervisor. •The successful candidate shall report to the Chief Admin Officer: Auxiliary Services.

COMMUNITY SERVICES DEPARTMENT

ASSISTANT DIRECTOR: ENVIRONMENT, WASTE MANAGEMENT, PARKS & CEMETERIES

Salary: R431 846.52 per annum (excluding benefits)
Requirements: B Degree, National Diploma or equivalent qualification in Environmental Sciences/ Waste Management. A post-graduate degree in Environmental Sciences will be an advantage. An in-depth knowledge of Environmental science, Waste Management and service delivery. A minimum of 4-5 years' experience in the related field of Environment, Waste, Parks and Cemeteries. Knowledge of Environmental and Municipal legislations: MFMA, MSA, MSA, and other relevant legislative regulatory framework, i.e. NEMA, NEMWA, Computer literacy. A valid Code B driver's licence. Registration with the relevant professional body will be an added advantage. A Certificate in MFMA/CPMD/ELMD will be an added advantage.
Competencies: Good communication and interpersonal skills, facilitation skills, analytical skills, organizing and planning skills, presentation skills, team work, research, office administration and report writing skills. Must be able to work under pressure, pay attention to detail, be willing to travel, work irregular hours and work independently.
Duties and Responsibilities: •Manage inspections and investigations of residential, commercial or other occupied premises and public facilities to determine compliance to by- laws and statutory

legislation. •Assess and analyse the adequacy of structural designs to accommodate specific business operations with due consideration to ventilation, lighting, emission and waste extraction system. •Manage the evaluation of awareness and adequacy procedures related to refuse and waste handling. •Manage the disposal, collection and performance of tests/analysis on samples. •Develop, implement and review policies, guidelines, norms and standards as well as guidelines on hazardous substances control, chemical safety, poison information Centres and pesticides/chemicals. •Co-ordinate training and awareness campaigns on the safe handling, use, storage and disposal of chemicals/pesticides, hazardous substances and chemical safety. •Co-ordinate training and awareness campaigns on waste management. •Conduct toxicological analysis of pesticides and prepare recommendations for the Department of Agriculture, Forestry and Fisheries. •Establish / strengthen Poison Information Centres. •Ensure public complaints and queries related to chemicals/pesticides, hazardous substances and poisonings are attended to timeously. •Assist and support the directorates and stakeholders in waste management. •Co-ordinate the implementation of the national chemical safety programme. •Participate in multilateral environmental agreements. •Compile reports as per legislation to the Department of Environmental Affairs and other structures. •Manage parks and cemeteries. •Perform any other official duties delegated by the supervisor. •The successful candidate shall report to the Director: Community Services.

TECHNICAL SERVICES DIRECTORATE

ASSISTANT DIRECTOR: INFRASTRUCTURE

Salary: R431 846.52 per annum (excluding benefits)
Requirements: B Degree / National Diploma in Civil Engineering, 3-4 years' experience in infrastructure related construction and roads projects •Knowledge of Local Government legislations and policies •Computer Literate. A valid Code B driver's licence. A Certificate in MFMA/CPMD/ELMD will be an added advantage.
Competencies: Good communication and interpersonal skills, facilitation skills, analytical skills, organizing and planning skills, presentation skills, team work, research, office administration and report writing skills. Must be able to work under pressure, pay attention to detail, be willing to travel, work irregular hours and work independently.
Duties and Responsibilities: •Ensure the provisioning of basic services and local infrastructure development. •Ensure effectiveness and functionality of capital projects. •Ensure compliance with all applicable legislation, policies and conditions. •Advise the municipality on appropriate technical interventions and infrastructure related issues. •Ensure the reduction of infrastructure backlogs. •Effectively manage personnel within the business unit. •Reporting to Director: Technical and Engineering / Community Services •Develops and prepares extensive budget for projects. •Monitors expenditure by ensuring that there is no over or under expenditure. •Responsible for performance and discipline of staff. •Develops Infrastructure Refurbishment Maintenance Plan and initiate appropriate action when targets are not met. •Determine and present Terms of Reference for SCM tenders (infrastructure related). •Serve in bid committees. •Perform any other duties as required by the supervisor. •The successful candidate shall report to the Director: Technical Services.

PMU Technician

Salary: R363 268.08 per annum (excluding benefits)
Requirements: B-Degree/B-Tech Civil Engineering. Minimum of 3 years' experience in built environment, project management experience in municipal infrastructure. Computer literacy. Valid driver's License. A Certificate in MFMA/CPMD/ELMD will be an added advantage.
Competencies: Good communication and interpersonal skills, problem solving, organizing skills, presentation skills, office administration and report writing skills. Applicants should also have a high level of discipline, analytical, innovative and time-managing skills.
Duties and Responsibilities: •Coordinate construction of projects as well as project implementation agents (technical and administrative). •Evaluate technical and design reports. •Evaluate progress of projects by conducting attending site inspections and meetings. •Compilation of monthly reports for council and other relevant structures. •Provide technical support and evaluate proposed project in alignment with the municipality's IDP. •Manage labour intensive projects in line with EPWP. •Implement construction regulations as well as occupational health and safety measures on the construction site. •Perform any other duties as required by the supervisor. •The successful candidate shall report to the Assistant Director: PMU.

SUPERINTENDENT: WORKSHOP (MECHANIC)

Salary: R261 141.60 per annum (excluding benefits)
Requirements: Trade tested mechanical arisan qualification. Code EC 1 driver's license. A minimum of 3 years relevant experience in diesel and petrol driven vehicles.
Competencies: Good communication and interpersonal skills, facilitation skills, analytical skills, organizing and planning skills, presentation skills, team work, research, office administration and report writing skills. Must be able to work under pressure, pay attention to detail, be willing to travel, work irregular hours and work independently.
Duties and Responsibilities: •Supervise the mechanical section's operations. •Communicate with the subordinates to establish material and resources necessary against specific works orders. •Interact with the engineering stores and check allocated components and materials against job cards prior to commencement of work load. •Inserting the relevant information (quantitative and qualitative) and or details of activities and forward to the relevant offices for processing. •Receive the status of hydraulic driven mechanisms and communicate any malfunction to the subordinates. •Drive and test vehicles to assess operating functionality and safety. •Diagnosing faults through the application of visual and other related mechanical inspection and investigate procedures. •Check the functionality of replacement parts and execute the necessary adjustment and setting sequences. •Perform any other duties as required by the supervisor. •The successful candidate shall report to the Chief Superintendent: Roads and Storm Water.

NB: BENEFITS FOR THE ABOVE POSITIONS INCLUDE:

- Pension scheme
- Medical Aid scheme
- Home owners allowance
- 13th cheque
- Car allowance and Cellular phone allowance – subject to the nature of the position.

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 will promote representation will receive preference. The municipality reserves the right not to fill any of the advertised position(s). Errors and Omissions excluded.

NB: When you apply for this post, you give the municipality consent to process your personal information. The successful candidate will be required to submit disclosure of financial interest, be expected to sign an employment contract.

Shortlisted candidates shall be subjected to background screening checks (verification of qualifications, criminal record checks and security vetting). Candidates with foreign qualifications must submit a letter from SAQA stating the equivalence of the qualifications.

Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within three (3) months, please accept that your application was unsuccessful. Correspondences will only be entered into with short listed candidates. Applicants will be penalized for canvassing.

Interested persons may send an application letter stating clearly the position the applicant is applying for, certified copies of academic qualifications, ID, Drivers licence (not older than 3 months) 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.

Please forward all applications to: **The Municipal Manager, Greater Letaba Municipality, P.O. Box 36, Modjadiskloof, 0835**, or applications may be hand delivered at the **Municipal Offices, Civic Centre, Botha Street, Modjadiskloof** and no faxed or e-mailed applications will be accepted.

Enquiries: Dr Letsolo MB at 015 309 9246/7/8

Closing date: 15 December 2016

APPROVED

**Mrs MASHABA T.G
MUNICIPAL MANAGER**