



## GREATER LETABA MUNICIPALITY

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

### **OFFICE OF THE MUNICIPAL MANAGER**

#### **ASSISTANT DIRECTOR-INTERNAL AUDIT**

**Salary: R 275 000-00 P.A. Inclusive package**

**Requirements:** Relevant B-Degree or National Diploma in Accounting, Auditing or related field. A minimum of 3 to 5 years appropriate experience in one or more of the following: Regularity Auditing, Performance Auditing, Computer Auditing, Forensic Auditing and Environmental Auditing. Registration with one of the Recognized Internal Auditors Associations e.g. Institute of Internal Auditors will be an added advantage.

**Duties and Responsibilities:** Formulation and implementation of the municipality's strategic annual audit plan. Co-ordination and support of the Audit committee. Analyze the financial statements and advise the Municipal manager, top management and Audit committee on the financial position of the municipality. Monitor the compliance with the financial and procurement policies and legislation. Conduct and compile the special Audit Reports. Evaluate methods used by staff auditors to determine whether audits are being conducted in accordance with professional standards. Advise unit managers on designing and implementing cost effective control systems.

#### **RISK MANAGEMENT OFFICER**

**Salary: R146 698 – R161 136.70 P.A.(level 03)**

**Requirements:** Relevant B-degree or National Diploma in risk management or auditing and or equivalent. 3 to five years appropriate experience.

**Duties and responsibilities:** The officer must provides specialist expertise in providing a comprehensive support to ensure systematic, uniform and effective risk management. Working with senior management to develop the overall risk management vision, risk

management policy for approval by the Accounting Officer; the officer should ensure that risk management implementation plan are communicated and distributed to everyone in the institution; developing a common risk assessments methodology that is aligned with the institution's objectives at strategic, tactical and operational levels for approval by the Accounting Officer. Coordinating risk assessments within the institution on a regular basis. Must ensure that effective systems exist to facilitate overall risk management improvement within the institution, including implementating and maintaining a central risk management information system. The officer further needs to compile the necessary reports to the Risk Management Committee, Audit Committee and Accounting Officer; Custodian of the organization's risk register and monitors and reports on the status and progress of Risk Management.

### **COMMUNICATION AND EVENT MANAGEMENT OFFICER**

**Salary: R146 698.00 – R161 136.70 P.A.(level 03)**

**Requirements:** Relevant B-Degree or National Diploma with majors in Communications and or equivalent. A minimum of 3 to 5 years appropriate experience. Good interpersonal and communication skills. Valid driver's license.

**Duties and Responsibilities:** Strengthen government communication system with the Greater Letaba Municipality, national, provincial and other municipalities. Identify the communication needs and analyses for follow up purposes. Distribution of Greater Letaba Municipality and government information to all stakeholders and communities within Greater Letaba Municipality area. Liaise with the media on behalf of the Greater Letaba Municipality. Identify and utilize the best channel of communication for the Municipality. Facilitates the development of the communication strategy of the Greater Letaba Municipality. Facilitates the information sharing platform between the municipality and communities. Popularize the government priorities for each financial year by organizing activities in support of the theme of each month in the annual calendar.

### **DESK OFFICER (GENDER AND DISABLED)**

**Salary: R102 080.00 – R121 230.00 P.A.(LEVEL 06)**

**Requirements:** Relevant B-Degree or National Diploma in Social science and or equivalent. A minimum of 2 to 3 years appropriate experience. Good interpersonal and communication skills.

**Duties and Responsibilities:** Coordinate the delivery of social services plans and programmes associated with gender and disabled persons. Interacting with community based structures to facilitate the alignment of needs and priorities. Liaise with sector departments, NGO's and parastatals regarding the gender and disabled matters. Participate on government programmes by attending and coordinate meetings targeted to disabled and gender equity. Liaise with the Human Resources division with regard to Employment Equity in the municipality.

### **MAYOR'S DRIVER**

**Salary: R102 080.00 – R121 230.00 P.A.(LEVEL 06)**

**Requirements:** Grade 12 and code 10 driver's license. Have defensive driving skills. Added advanced driver's certificate will be an added advantage. At least one year experience.

**Duties and Responsibilities:** Drive and provide security too the Mayor on official trips. Maintenance of vehicle on driver's level. Report breakdown to the supervisor. Perform duties as may be delegated. Prepared to work under pressure. Compliance with Road Traffic Safety measures. Regular monitoring of the Mayor's vehicle. Maintain defensive driving. Perform minor maintenance tasks to the assigned vehicle. Maintain the cleanliness of the vehicle.

## **CORPORATE SERVICES DEPARTMENT**

### **ADMINISTRATION OFFICER: HUMAN RESOURCES MANAGEMENT**

**Salary: R102 080.00 – R121 230.00 P.A.(level 06)**

**Requirements:** Relevant B-Degree or National Diploma in HRM or related field. A minimum of two years experience in Human Resources environment.

**Duties and Responsibilities:** Receiving and referencing applications from prospective

candidates, checking and confirming references and preparing short-list of candidates. Opening personnel files when new appointments are made and maintaining personnel information. Conduct exit interviews. Developing and implementing the Employment Equity plan. Handling all employee-related queries. Administration of employee benefits through interacting with the pension funds and finance directorate for long services, 13<sup>th</sup> cheque etc. Administration of service conditions regarding termination of service, requests for unpaid leave, sick leave etc. Administration of labour relations related matters.

### **MESSENGER**

**Salary: R50 671.00 – R57 886.00 P.A.(LEVEL 12)**

**Requirements:** Grade 12 and Computer Literacy. One year relevant experience. Valid Driver's license. Relevant experience will be an added advantage.

**Duties and responsibilities:** Collecting post at the Post Office. Deliver post internally to different offices after it has been sorted. Posting municipal post at the post office. Delivering and collecting documents within the municipality. Delivering of council agendas to all council members. Delivering of council documents to all eligible recipients.

### **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT**

**Salary: R275 000 Per annum.(inclusive package)**

**Requirements:** Relevant B-Degree or National Diploma in Performance management OR Service Delivery. A minimum of 3 years experience in Performance Management environment or Service Delivery.

**Duties and Responsibilities:** Establish the Performance standards of all Directors in the municipality. Cascade the performance management system to all employees in the municipality. Evaluate performance of all employees. Recommend to senior and line managers of performance enhancement criteria's. Handling all queries relating to Performance Management. Management of the Corporate Services directorate.

### **CUSTOMER CARE CLERK (LEVEL 9)**

**Salary: R67 417.00 – R70 990.00 P.A.(LEVEL 09)**

**Requirements:** Grade 12 and Computer literacy. An additional Certificate in Customer Care will be an added advantage. One year experience in Customer service environment. Excellent communication and interpersonal skills.

**Duties and Responsibilities:** Identify and analyze all issues raised by the public. Coordinates the resolutions of complaints by the public. Recommend possible solutions to the relevant Manager. Inform the clients with regard to progress made on resolving complaints. Checking of the suggestion box on a regular basis. Attempt to address some queries.

### **ADMINISTRATION OFFICER: LEGAL DIVISION**

**Salary: R102 080.00 – R121 230.00 P.A. (level 06)**

**Requirements:** B. Degree. An LLB Degree will be an added advantage. A minimum of two years experience in Legal environment.

**Duties and Responsibilities:** Conduct investigations and research statutes, case law and other legal precedents. Compile and submit legal reports and opinions to the council. Administration of Service Level Agreements. Receives and attend referrals and legal queries from the stakeholders. Liaise with the Human Resources division for the implementation of disciplinary enquiry's outcomes etc. Coordinate the interaction of the council and external legal practitioners on legal matters.

### **COMMUNITY SERVICES DIRECTORATE**

#### **TRAFFIC OFFICER (TWO POSTS)**

**Salary: R81 020.00 – R102 0.80 P.A. (level 07)**

**Requirements:** Grade 12 and Traffic Diploma or Equivalent. Three years appropriate experience.

**Duties and responsibilities:** Manage the flow of traffic during peak periods, special events or at an accident scene. Monitor the flow of traffic and assist in easing in delays. Help to redirect traffic to less congested areas. Facilitate the removal of cars obstructing the flow of traffic.

### **CHIEF LICENSING OFFICER**

**Salary: R146 698.00 – R161.136.70 P.A.(LEVEL 03)**

**Requirements:** Diploma in municipal policing and Traffic, licensing and or Equivalent. 3 to 5 years experience in the similar environment.

**Duties and responsibilities:** Identify the road safety strategy and statutory requirements and define. Direct the testing and operational requirements and assessment process to establish and enforce compliance to legislative Acts with respect to road safety. Receive and conduct investigations on the complaints. Represent the municipality in all meetings with other departments. Conduct audit inspections. Ensure compliance with legislation and statutes. Verify the accuracy of recorded information.

### **EDL OFFICER (TWO POSTS)**

**Salary: R102 080.00 – R121 230.00 P.A.(LEVEL 06)**

**Requirements:** Grade 12 Certificate, Examiner of traffic licenses diploma at least grade B. A minimum of three years experience with no previous conviction. A valid code EC driving licenses. Ability to communicate in English and at least one African language. Computer literate.

**Duties and responsibilities:** Testing and issuing of professional driving permits. Conducting Tests for learners and driver's licenses. Conducting eye tests. Examination and testing of applicants for learners and driving licenses. Completion of ISS. Authorizing and issuing of driving licenses and PRDP'S. Compilation of weekly and monthly reports for management representative to submit statistical returns to the Office of the Premier. Evaluation of drivers to drive municipal vehicles. Ensuring compliance with NRTA 93/96 and its regulations as prescribed and the K53 manuals of the department of Transport as per prescribed test. Issue drivers licenses and complete the required documents. Test and assure drivers licenses.

### **EXAMINER (LEARNERS LICENSES) TWO POSTS**

**Salary: R102 080.00- R121 230.00 P.A. (LEVEL 06)**

**Requirements:** Grade 12 and Examiner of driver's licenses or Traffic Diploma and or Equivalent. Code EC driver's license. Three years experience.

**Duties and responsibilities:** Conducting tests for learners' licenses. Conducting eye tests. Testing and issuing of professional driving permits. Examination and Testing of

applicants for learners' and PRDP'S. Manage the flow of traffic during peak periods, special events or at an accident scene. Monitor the flow of traffic and assist in easing in delays. Help to redirect traffic to less congested areas. Facilitate the removal of cars obstructing the flow of traffic.

### **ASSISTANT LIBRARIAN**

**Salary: R64 951.00-67 417.00 P.A. (LEVEL 10)**

**Requirements:** Grade 12 and Computer literacy. One year experience

**Duties and responsibilities:** Provide input regarding the operational and capital budget plan for the library on monthly basis. Capture and record new and gifts books on computer system. Classify library materials according to ranking of books. Arrange non-fiction numerical and fiction alphabetically. Supply and assist with information regarding books and journals in respect of specific titles, authors by researching subject catalogue on computer and telephonically. Register members and re-register existing members.

### **INFRASTRUCTURE DEVELOPMENT AND PLANNING**

#### **BUILDING INSPECTOR**

**Salary: R102 080.00 – R121 230.00 P.A.**

**Requirements:** NTC 3 (Building Certificate) .Code EB Drivers license. Three years appropriate experience

**Duties and responsibilities:** Recommend plans, specifications and information submitted to the local authority in line with section 4(3) of National Building Regulations Act. Inspect the erection of Buildings and other activities in respect of which approval referred to in section 4(1). Report any non-compliance with any condition approval referred to section 4(1) was granted. Facilitate submission of building plans to different sectors or departments for recommendations.

#### **PLUMBER (TWO POSTS)**

**Salary: R64 951.00-67 417.00 P.A.(LEVEL 10)**

**Requirements:** \* Trade Tested Artisan and Code EC driving license. One year appropriate experience

**Duties and responsibilities:** Co-ordinate activities associated with the construction and installations of water reticulation networks. Reading and interpreting drawings/ works orders detailing layout and specifications. Installing valves, flow meters and/ or bends,

joins and diverts pipes using couplings and/ or seam welding techniques. Constructing support structures using bricklaying techniques and applying finishing procedures, sealing joints and seams and plastering/ covering open spaces Visually examining seams, joints and welds on piping reticulation and plumbing systems, fixtures and fittings Inspecting and identifying leaks in the system, isolating defective area and commencing with repair sequence.

### **ASSISTANT DIRECTOR: ECONOMIC DEVELOPMENT PLANNING**

**Salary: R 275 000.00 P.A. (inclusive package)**

**Requirements:** Degree or National Diploma in Economics or Development. 3 to 5 years appropriate managerial experience.

**Duties and responsibilities:** Implementation of the Integrated Development Plan. Comply and adhere to the national and provincial requirements of the Integrated Development Plan e.g. time frames. Develop and submit the IDP process plan to the council for adoption. Develop and review of the IDP in line with the process plan. Facilitates the identification of the municipal development priorities with regard to alternative strategies, programmes and projects linked to budget and the organizational capacity of the municipality. Interact with the budget department to ensure that the IDP aligns and informs the capital and operational budget. Interact with the performance management unit in order to link the IDP and the performance management system. Conducting research on the legislation and trends and ensure the IDP and budget is in line with legislated requirements. Investigate and research activities on Local Economic Development within the Greater Letaba Municipality's area. Identify and define immediate, short, medium and long term objectives/plans and controls activities economic development. Disseminate information on LED and Tourism policies and processes and provide reports detailing interventions and outcomes. Conducting training to develop understanding and improve capabilities of the local community to participate in economic development initiatives.

### **GENERAL WORKERS (15 POSITIONS)**

**Salary: R37 127.00-50 671.00 P.A.**

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



**Duties and responsibilities:** Cleaning worksites, storing equipment and tools and loads materials prior to departure from work site. Loading materials and other products and/ or holding and guiding plant/ equipment during the hoisting and placement.

## FINANCE DIRECTORATE

### INDIGENT SUPPORT CLERK

**Salary: R64 951.00 - 67 417.00 P.A. (LEVEL 10)**

**Requirements:** Grade 12 and Computer literacy. One year appropriate experience.  
**Attributes:** Ability to work independently. Accuracy and ability to give attention to details. Good interpersonal and communication skills.

**Duties and responsibilities:** Capturing of all applications in the indigent register. Reviewing of the eligibility of all applications through the application of the indigent policy of council. Updating the Finstel/SEBATA FMS system. Submission of application for free basic electricity to Eskom for further processing. Continuous updating of the indigent register as per council policy. Receive and process all enquiries by the community. Filing of documents for ease retrieval when required.

### INTERNS (FIVE POSITIONS)

**Salary: R100 000-00 P.A. (two year contract)**

**Requirements:** Three Year B. Degree or National Diploma with Accounting, Economics or Finance and or Risk Management or Auditing. The interns will be expected to sign an internship agreement in addition to the employment contract.

Internship overview: The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of Municipal Budget, Treasury Office and Auditing which is governed by Municipal Finance Management ACT, 56 of 2003 and logical reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training.

**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 30 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 : Maluleke T.F @ 015 309 9246/7/8**

**Closing date: 30 October 2009**