



GREATER LETABA MUNICIPALITY

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

CORPORATE SERVICES DEPARTMENT

DIRECTOR: CORPORATE SERVICES (Re-advertisement)

TOTAL REMUNERATION PACKAGE: NEGOTIABLE

The incumbent must sign a five years fixed term employment contract and an annual performance agreement.

NB: Candidates who had previously applied should not re-apply as their application will still be considered.

REQUIREMENTS:

An appropriate Bachelor's Degree or equivalent. The candidate must have obtained or be pursuing the National Treasury competency level qualification (ELDIP, CPMD or MFMP). A postgraduate qualification in a relevant field will be an added advantage. The candidate must have at least a minimum of Five years relevant management experience preferably in local government. Valid driver's license.

COMPETENCIES:

- In-depth knowledge and extensive understanding of Human Resource management, Labour relations, Skills development, Occupational health and safety, Legal services, Council services, Information technology, different municipal regulations and related legislative frameworks.
- A dynamic, self-starter, results-driven, innovative and team player with strong strategic leadership and management abilities.
- Ability to work long hours and under pressure.
- Knowledge in multi-discipline is essential.
- Interpretation and implementation of the legislative and national policy frameworks.
- Advanced mediation and negotiation skills.
- Excellent written and verbal communication skills.

KEY PERFORMANCE AREAS:

- Provide strategic support and oversee the provision of effective support services by units within the directorate which includes human resources, information technology, legal services, council secretariat and administration, occupational health and safety, and customer care.
- Develop and manage the formulation and implementation of human resource strategy and plan, by-laws, policies and procedures in line with national policy framework and guidelines.
- Compile and review delegation of powers and functions.
- Provide strategic leadership in employee provision and utilization.
- Manage the provision of secretariat services to Council and its committees.
- Compile the directorate's quarterly, mid-term and annual reports in line with the council resolutions and other state organs.
- Address the directorate audit queries raised by the Auditor-General and Internal Auditor.
- Ensure that compliance and risk management system implementation within the directorate is executed.

SECRETARY: DIRECTOR CORPORATE SERVICES

Salary: R 152 770. 53 P.A.

Requirements: Certificate in Secretariat or equivalent, grade 12 and Computer literacy.

Two years appropriate experience. Ability to work independently. The ability to pay attention to details. Good interpersonal and communication skills.

Duties and responsibilities: Handle and manage all correspondences referred to the Corporate Services Directorate. Develop, Implement and monitor correspondences routes. Provide administrative support for the Corporate Services committee meetings. Drafts letters and memorandums as requested by Director. Ensure smooth running of the directorate's filing system. Responsible for travelling and accommodation arrangements for the Director. Manage the diary, arrange meetings and schedule appointments of the Director. Perform all duties and functions delegated by the Director. Host the Director's visitors

FINANCE DIRECTORATE

SECRETARY: CHIEF FINANCIAL OFFICER

Salary: R152 770. 53 P.A.

Requirements: Certificate in Secretariat or equivalent, grade 12 and Computer Literacy. Two years appropriate experience. Ability to work independently. The ability to pay attention to details. Good interpersonal and communication skills.

Duties and responsibilities: Handle and manage all correspondences referred to the Finance Directorate. Develop, Implement and monitor correspondences routes. Provide administrative support for the finance committee meetings. Drafts letters and memorandums as requested by CFO and other senior personnel in Finance Directorate. Ensure smooth running of the directorate's filing system. Responsible for travelling and accommodation arrangements for the CFO. Manage the diary, arrange meetings and schedule appointments of the CFO. Perform all duties and functions delegated by the CFO. Host the CFO's visitors.

ASSISTANT DIRECTOR: REVENUE, EXPENDITURE, BUDGET AND REPORTING

Salary: R 333 714.72 P.A. excluding benefits.

Requirements: A Bachelor's degree/ National Diploma in Finance/Accounting or equivalent. The candidate must have obtained or be pursuing the National Treasury competency level qualification (ELDP, CPMD or MFMP). Minimum of Three years' experience in similar environment, preferably at supervisory level. Advance computer literacy. Valid Driver's license.

Duties and responsibilities: Manage, analyzing and verifying transactional recordings, debtors and creditors reports and summaries. Processing and approving adjustment to entries. Control the reconciliation of debtors' accounts and the overdue debtors. Calculate and establishing payments terms and conditions with defaulters, and approve specific payment arrangement. Preparing reports on the status of the revenue accounts and making available explanations on specific variances. Manage financial statements detailing the financial transactions and cash flow for the accounting period. Manage and monitor the updating of revenue related accounting records in respect of services, billing and levies. Prepare and manage the budget process. Budget monitoring. Reporting to National Treasury and other relevant stakeholders. Assist the CFO in performance of his duties.

COMMUNITY SERVICES DEPARTMENT

TRAFFIC OFFICER (FOUR POSTS)

Salary: R 152 770.53 P.A

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

Duties and responsibilities: Ensure the smooth traffic flow on the Municipality roads. Manage the traffic flow during peak periods, at special events or at accident scenes. Monitor the traffic flow and assist in easing the delays. Help to redirect traffic to less congested areas. Facilitate the removal of cars obstructing the flow of traffic.

EXAMINER (LEANERS LICENSE) ONE POST

Salary: R178 274.89 P.A

Requirements: Grade 12 and Examiner driver's licenses or Traffic Diploma and or Equivalent. A valid driver's license. Three years experience.

Duties and responsibilities: Conducting tests for learners' licenses. Examine and test applicants for learners' and Professional Driving Permits. Conduct eye tests. Test and issue Professional Driving Permits. Test applicants for driver's license. Manage the traffic flow during peak periods, at special events or at accident scenes. Monitor the traffic flow and assist in easing in delays. Facilitate the removal of cars obstructing the flow of traffic.

FOREMAN (TWO POSTS)

Salary: R85 071 .17 P.A

Requirements: Grade 12 and or Equivalent. A valid driver's license. Two to Three years' experience.

Duties and responsibilities: Monitor the performance of the subordinates. Ensure the smooth running of the respective teams. Report any problems to the immediate supervisor. Ensure adherence to the safety rules and regulations by team members.

INFRASTRUCTURE DEVELOPMENT AND PLANNING

BUILDING INSPECTOR

Salary: R178 274 .89 P.A

Requirements: A Bachelor's degree/ National Diploma/ NTC 3 (Building Certificate) or equivalent. A valid Driver's license. Two 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. Inspect the erection of Buildings and other activities in respect of which approval referred to in section 4(1) has been sought. •Report any non-compliance where any condition approval referred to section 4(1) was granted. •Facilitate submission of building plans to different sectors or departments for recommendations. Maintain a manual and electronic records system for building plans

GRADER OPERATOR (TWO POSTS)

Salary: R109 493.52 P.A

Requirements: Grade 12 or ABET literacy. A valid drives license. At least one year relevant experience. Must be healthy as the working environment is extremely dusty. Be able to work under pressure and long hours.

Duties and responsibilities : Grade roads within the municipalities jurisdiction. Build roads within the municipalities jurisdiction. Back filling of surface with the gravel. Gravel patch work on bad areas.

GENERAL WORKERS (12 POSITIONS)

Salary: R84 429 .52 P.A

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

Duties and responsibilities: Cleaning worksites, store equipment and tools. Load materials prior to and from work site. Perform all duties and functions delegated by the supervisor.

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 and the curriculum vitae must accompany all applications. Short listed candidates may 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

NB: Suitable candidates will be subjected to security vetting, personal suitability checks (criminal record, credit record, qualification and employment verification).

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, 44 Botha Street, Modjadiskloof and no faxed or e-mailed applications will be accepted.

Enquiries : Mr. Mapatha S.P/ Ms. Mahlagaume T.M @ 015 309 9246

Closing date: 28 March 2013

MUNICIPAL MANAGER

MASHABA T.G

