



GREATER LETABA MUNICIPALITY

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

CORPORATE SERVICES DEPARTMENT

POSITION: DIRECTOR CORPORATE SERVICES (FIVE YEAR FIXED TERM CONTRACT)

TOTAL REMUNERATION PACKAGE: NEGOTIABLE(The incumbent will be required to sign a five year fixed term employment contract and annual performance agreement).

REQUIREMENTS:

A recognized Bachelor's Degree in Human Resources or Public Administration. A postgraduate degree in a relevant field will be an added advantage. The candidate must have at least 5 years related senior management experience in a local government or similar environment.

COMPETENCIES:

- In-depth knowledge and extensive understanding of human resource management practices, 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 a team player with strong strategic leadership and management abilities.
- People, risk, change and diversity management.
- 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 strategies, plans, 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.
- Maintain positive relationship with labour unions.
- Manage the provision of secretariat services to Council and its committees.
- Compile directorate monthly, quarterly, mid-term and annual reports in line with legislative requirement for council and other state organs.
- Address directorate audit queries raised by the Auditor-General and the internal auditor.
- Ensure that compliance and risk management system implementation within the directorate is executed.
- Ensure compliance with all pieces of legislation pertinent to local government.
- Perform any other functions delegated by Council and the Municipal Manager.

COMMUNITY SERVICES DEPARTMENT

POSITIONS: **2 X MANAGEMENT REPRESENTATIVES**

BASIC SALARY: **R177 388.00 P.A**

REQUIREMENTS:

Grade 12, Diploma Examiner of Driving License Grade B (Code A and EC), Diploma Examiner of Learners License Grade B (Code A and EC), Diploma Examiner of Motor Vehicles Testing (Code A and EC), 2 years relevant experience, A valid Code EC Driver's license and PRDP, Registered as Grade A Examiner, Registered as Grade B Examiner of Driver's License, excellent compute, negotiations and supervisory skills. A clear criminal record.

KEY PERFORMANCE AREAS:

- Plan and coordinate operations of Driving Licenses Testing Centre.
- Allocate and supervise work of support staff.
- Ensure adherence to legislations, regulations and operating procedures and standards.
- Liaise with internal and external clients and stakeholders.
- Keep records and compile reports on duties performed
- Manage testing equipments.
- Coordinate registration of users on the eNatis System.
- Serve as a relieve Examiner.
- Coordinate internal and external audit processes.
- Verification of work performed

COMPETENCIES:

- In-depth knowledge and extensive understanding of testing and licensing
- Ability to work long hours and under pressure.
- Interpretation and implementation of policies, legislative and national policy frameworks.
- Report writing skills
- Cordination and supervisory skills

POSITION: 2 X eNATIS CLERKS

BASIC SALARY: R152 010.38 PA

REQUIREMENTS:

Grade 12.Relevant RQV 13 qualification with 2 years' experience in the relevant field.Computer Literacy.Code B Driver License.

KEY PERFORMANCE AREAS:

- Performs specific procedural applications associated with screening, testing, invigilation and marking of learners license applications.
- Registering of face value and issuing of traffic register
- Perform administration in the Licensing section and all related tasks as prescribed in the Road Traffic Act, 93/1996.
- Perform the administrative duties required to sustain the function of Motor Vehicle Licensing Registering Authority.
- Registering of Motor vehicles and Licensing of Motor vehicles
- Issuing of PRDP and processing of roadworthy certificates.
- Perform eNATIS administration and enquiries to ensure customer service delivery.
- Performs specific procedural applications associated with screening, testing, invigilation and marking of learners license applications.
- Bookings of Learners Licenses and Driving Licenses
- Issuing of Learners Licenses and Driving Licenses
- Completion of all transactions with the prescribed administrative specifications and regulations as prescribed in the Road Traffic Act, 93/1996.

COMPETENCIES:

- Computer literacy
- Accuracy
- Bilingualism
- Interpersonal skills

INFRASTRUCTURE DEVELOPMENT AND PLANNING

DEPARTMENT

POSITION: **LOW BED TRUCK DRIVER**

BASIC SALARY: **R 106 472.22 P.A**

REQUIREMENTS:

A valid code EC driver's license and ABET.

KEY PERFORMANCE AREAS:

- Drivethe Low Bed Truck to areas of destination.
- Drive other heavy and light vehicles when required.
- Monitor performance of the subordinate and ensure adherence to occupational safety rules and regulation.
- Carry out the prescribed pre-trip inspection and report any problems to the immediate supervisor.
- Report the vehicle to fleet and asset management section for service intervals. Complete log book and prepare monthly returns.

COMPETENCIES:

- Good Human and Interpersonal skills.
- Ability to work under pressure
- Good communication skills.
- Supervisory skills

POSITION: PMU TECHNICIAN– THREE YEAR CONTRACT (RE-ADVERT)

BASIC SALARY: R 279 323 .26. P.A

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.

KEY PERFORMANCE AREAS:

- 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 in alignment with the municipal IDP's and the Limpopo Employment Growth and Development Plan.
- Conduct site visits to ensure compliance to business plan conditions.
- Manage cash flows and committed project expenditure.
- Project –manage labour intensive projects in line with the EPWP.

COMPETENCIES:

- Project Management Skills
- Facilitation and Evaluation skills
- Good Human and Interpersonal skills.
- Ability to work under pressure
- Good communication skills.
- Supervisory skills

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

Interested persons must send an application letter stating clearly the position the applicant is applying for, Curriculum vitae, certified copies of academic qualifications, certified copy of identity document and driver's license. Short listed candidates will be required to produce original copies of qualifications and identity document 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: **TheMunicipal 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 for applications of all posts can be directed to Mr. Mapatha S.P and Ms. Mahlagaume T.M @ 015 309 9246/7/8

Closing date: 31 October 2012

MASHABA T.G
MUNICIPAL MANAGER

DATE