

GREATER TUBATSE MUNICIPALITY, SITUATED IN LIMPOPO PROVINCE, INVITES APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR POSITIONS LISTED HEREUNDER. THE SUCCESSFUL CANDIDATES WILL BE STATIONED AT THE MUNICIPAL OFFICES IN BURGERSFORT

DEPARTMENT : ECONOMIC AND LAND DEVELOPMENT

1. POSITION : ASSISTANT MANAGER - LED
DIVISION : LOCAL ECONOMIC DEVELOPMENT
REMUNERATION : POST LEVEL 03(R291, 950-R 293 229, basic salary per annum, excl benefits)

MINIMUM REQUIREMENTS:

- A B degree in Development Planning/Business Administration or Economic related studies or equivalent
- Minimum three years LED experience
- Ability to interact with high profile stakeholders
- Knowledge of relevant local government statutes and Bathopele Principles
- Computer Literacy for the role
- A valid SA motor vehicle drivers license
- Knowledge of protocol

KEY PERFORMANCE AREAS:

- Implementing & Updating the LED Strategy/Plan and other related economic development strategies to meet the municipality's economic targets.
- Co-ordinate all economic initiatives and interventions within the municipal area to improve the local economy.
- Conducting research through surveys, internet, publications etc, in order to build and maintain a municipal database of economic information
- To co-ordinate access to funding and infrastructure development for the SMMEs to participate in the mainstream economy.
- Facilitate capacity building for the SMMEs.
- Market the competitive edge of the Municipality to attract local and international investors.
- Co-ordinate different stakeholders to participate in the economic development programmes within the municipal area.

2. POSITION : LAND SURVEY TECHNICIAN
DIVISION : DEVELOPMENT PLANNING SERVICES
REMUNERATION : POST LEVEL 06 (R206, 399-R227,903 basic salary per annum, excl benefits)

MINIMUM REQUIREMENTS:

- National Diploma in Land Survey Services and/or related Geo-Matics field or equivalent
- 2-3 Years relevant experience
- Computer Literacy especially in Geo-Systems programming
- Extensive knowledge of local government legislation
- Sound Interpersonal and communication skills
- A valid SA motor vehicle drivers license

KEY PERFORMANCE AREAS:

- Develop systems and procedures for the effective delivery of land survey services in the municipality
- Assist in the monitoring and coordination of orderly planned settlements in rural and urban areas of the municipality
- Assist in the boundary disputes resolution pertaining to land, such as encroachments, identification and relocation of beacons
- Surveying and mapping of land that incorporates elements of the boundary, mortgage and topographic survey
- Assist in the establishment of elevations of home sites for flood insurance
- Assist in the monitoring of all other land survey related issues
- Handle public enquiries and queries related to land survey processes to ensure effective service delivery
- Interact with relevant institutions/persons to ensure that the execution of the post's responsibilities are met

DEPARTMENT : **CORPORATE SERVICES**

3. POSITION : **MANAGER - CORPORATE ADMINISTRATION**
DIVISION : **CORPORATE ADMINISTRATION**
REMUNERATION : **POST LEVEL 01(R370 671 Basic salary per annum; excluding benefits)**

MINIMUM REQUIREMENTS:

- LLB or Degree in Administration or equivalent
- A minimum of three years management experience
- Computer Literacy
- Knowledge of Municipal legislation.
- Monitoring and Evaluation skills.
- Negotiation and report writing skills.
- Ability to work under pressure.

KEY PERFORMANCE AREAS:

- Develop and manage the implementation of an integrated security management system for the municipality
- Management of the municipality's facilities
- Oversee the management of the 4 satellite offices to ensure that they are effectively and efficiently run, by:
- Ensure that the registry, switchboard and civic amenities are functional and efficiently run :
- Ensure quality management
- Manages performance of employees in the division

4. POSITION : **SENIOR HUMAN RESOURCES OFFICER**
(EMPLOYEE BENEFITS AND PERSONNEL ADMINISTRATION)
DIVISION : **HUMAN RESOURCES**
REMUNERATION : **POST LEVEL 03 (R291, 950-R293,299 Basic Salary per annum; excluding benefits)**

MINIMUM REQUIREMENTS:

- National Diploma in Human Resource Management
- A recognized Degree in Management Sciences would be an added advantage
- 3 to 5 years experience in human resources
- Knowledge of Human Resources in Local Government
- Knowledge of municipality grading systems
- Sound Knowledge of Labour Legislation
- Computer Literacy for the role
- A valid SA motor vehicle drivers license

KEY PERFORMANCE AREAS:

- Ensure proper employee records management
- Oversee leave administration
- Administer employee benefits
- Salary administration
- Coordinate the implementation of work-study interventions
- Provide necessary reports to stakeholders(e.g. SARS, STATS SA and SALGBC)
- Liaise with relevant stakeholders
- Attend necessary meetings as and when required
- Supervise junior staff allocated to the sub-unit

5. POSITION : **OFFICE CLEANER X 4**
DIVISION : **CORPORATE ADMINISTRATION**
REMUNERATION : **POST LEVEL 11(R100 8766 – R113 368 Basic Salary per annum excl benefits)**

MINIMUM REQUIREMENTS:

- Grade 10
- Basic cleaner's certificate would be an advantage
- Ability to clean
- Good interpersonal skills
- Willingness to work irregular hours

KEY PERFORMANCE AREAS:

- Provide cleaning services to the municipality
- Ensure good upkeep of cleaning equipment and machinery
- Assist with other duties deemed relevant to the position

6. POSITION : ASSISTANT SUPERINTENDENT – VEHICLE TESTING
DIVISION : TRAFFIC AND LICENSING
REMUNERATION : POST LEVEL 6(206 399 – 227 903 basic salary per annum, excl benefits)

MINIMUM REQUIREMENTS:

- Grade 12
- Driving License and PRDP
- Examiner of Vehicles Diploma
- ILO2 or equivalent
- 2 to 3 years relevant experience
- Knowledge of applicable legislation
- Well developed interpersonal and communication skills
- No criminal record

KEY PERFORMANCE AREAS:

Reporting to Management Representative VTS, the incumbent's responsibilities will include:

- Allocation of duties to operational staff
- Facilitating orderly day to day vehicle testing as per the Road Traffic Act and SABS guidelines
- Authorize valid roadworthy certificates
- Undertaking proper maintenance of all equipment and machinery
- Performing other duties deemed relevant/necessary

7. POSITION : TRAFFIC OFFICER X 3
DIVISION : TRAFFIC AND LICENSING
REMUNERATION : POST LEVEL 8 (R153 936 - R177, 832basic salary per annum, excl benefits)

MINIMUM REQUIREMENTS:

- Basic Traffic officer's Diploma
- Valid South African Driver's license (Code B or C)
- 2 to 3 years relevant experience
- Knowledge of relevant legislation
- Above average interpersonal skills
- Sound Communication Skills
- No criminal record

KEY PERFORMANCE AREAS:

- Performing extensive law enforcement
- Point duty
- Scholar patrol
- Accident Management
- Promote road safety

8. POSITION : TRAFFIC WARDEN X 2
DIVISION : TRAFFIC AND LICENSING
REMUNERATION : (R87, 315.00 per Annum - 12 MONTHS FIXED-TERM CONTRACT)

MINIMUM REQUIREMENTS:

- Grade 12
- A valid South African driver's license

KEY PERFORMANCE AREAS:

- Conduct Traffic Control.
- Scholar Patrol Points.
- Issuing of Section 341 for minor offences.
- Enforcement of parking violations.

9. POSITION : FOREMAN
DIVISION : ENVIRONMENT, PARKS AND RECREATION
REMUNERATION : POST LEVEL 10 (R113, 368-R126, 228 basic salary per annum excl benefits)

MINIMUM REQUIREMENTS:

- Grade 12.
- 1 - 2 years relevant experience.
- Good communication skills, planning and organizational.
- A valid South African driver's license

KEY PERFORMANCE AREAS:

- Assist Supervisor with planning, execution, monitoring and compiling reports
- Do spot checks
- Manage time register
- Drafting and implementation of work schedule

10. POSITION : GENERAL ASSISTANT
DIVISION : ENVIRONMENT, PARKS AND RECREATION
REMUNERATION : POST LEVEL 11 (R100, 876-R109, 571 Basic Salary per annum excl benefits)

MINIMUM REQUIREMENTS:

- Grade 8.
- Adult basic education.
- Basic Literacy and numeracy.

KEY PERFORMANCE AREAS:

- Parks Maintenance.
- Environment Management.
- Cemetery Maintenance.
- Irrigation, weed control, lawn mowing & general garden work.
- De-bushing and watering of plants.
- Alien plants control.
- Grafting of grave pits, de-weeding

DEPARTMENT : MUNICIPAL MANAGER'S OFFICE

11. POSITION : INTERNAL AUDITOR
DIVISION : INTERNAL AUDIT
REMUNERATION : POST LEVEL 05(R227, 903-R251,623 basic salary per annum excl benefits)

MINIMUM REQUIREMENTS:

- Bcom/Bcompt in Accounting or Auditing or equivalent
- A minimum of three years relevant experience
- A valid driver's license

KEY PERFORMANCE AREAS:

- Perform Audit procedures
- Prepare working documents for each audit review
- Facilitate compliance with policies, procedures relevant legislation

12. POSITION : LEGAL ADMIN OFFICER
DIVISION : LEGAL SERVICES
REMUNERATION : POST LEVEL 05(R227, 903-R251,623 basic salary per annum excl benefits)

MINIMUM REQUIREMENTS:

- B degree in Law or equivalent
- 2 to 5 years experience in a legal environment
- Knowledge of Human Resources in Local Government
- Computer Literacy for the role
- Office management and administration skills
- Sound interpersonal skills

KEY PERFORMANCE AREAS:

- General office administration
- Handling of correspondence and record keeping
- Preparation of reports
- Facilitate payment of service providers
- Performing any other duties deemed to be relevant for the position

DEPARTMENT : FINANCE

13. POSITION : IT OFFICER - APPLICATION SUPPORT
DIVISION : INFORMATION TECHNOLOGY
REMUNERATION : POST LEVEL 4 (R264, 382-R277, 858 basic salary per annum excl benefits)

MINIMUM REQUIREMENTS:

- Diploma in Information Technology or Equivalent
- 3years experience in application in application support in a client/server systems environment
- Knowledge of business processes and design
- Knowledge of client /server Oracle ,Java and Firewall
- A valid driver's license

KEY PERFORMANCE AREAS:

- Financial Systems Support
- Municipal Systems and Software Integration
- Enterprise Licensing Coordination
- Database Administration
- Maintenance and Support

14. POSITION : IT OFFICER - NETWORK ADMINISTRATION
DIVISION : INFORMATION TECHNOLOGY
REMUNERATION : POST LEVEL 4 (R264 382 – R277, 858 basic salary per annum excl benefits)

MINIMUM REQUIREMENTS:

- Diploma in Computer Science or Information Engineering or Equivalent
- 3years experience in LAN/WAN management as well as system configuration and user support
- 5-10 years experience in Microsoft server technologies, Cisco networks, VM-WARE infrastructure and Unix/Linux would be ideal
- Knowledge of business processes and design
- Knowledge of Exchange Server and Windows Server Active Directory
- CCNA Security Certification would be serve as a plus
- A valid driver's license

KEY PERFORMANCE AREAS:

- Network Administration and Server Support
- Administration and Maintenance of Domain and Exchange Servers
- Plan and maintain telecommunications and data systems equipment
- Administration of Registers, records and reports

15. POSITION : REVENUE CLERK X 2
DIVISION : REVENUE
REMUNERATION : POST LEVEL 8(153,396-R177,832 basic salary per annum, excl benefits)

MINIMUM REQUIREMENTS:

- Grade 12
- Computer Literacy
- 1 year experience in a municipal financial environment

KEY PERFORMANCE AREAS:

- Opening and Closing of accounts
- Capturing of meter readings
- Verifying accuracy of reports
- Correction or amending faulty reports

Applications accompanied by a detailed CV, certified copies of certificates and other supporting documents should be submitted to the **Greater Tubatse Municipality Offices at No 1.Kastania Street in Burgersfort** or they can be posted to:

The Municipal Manager
Greater Tubatse Municipality
P O Box 206
BURGERSFORT
1150

No faxed or emailed applications will be considered

Closing date : 26 October 2012 @ 16h00
Enquiries : Human Resources @ 013 231 1000

The selection process will be influenced by the municipality's Employment Equity Principles. Please note that correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 21 days after the closing date should assume that their applications were unsuccessful.

NB : SHORTLISTED CANDIDATES WILL BE SUBJECTED TO SCREENING AND BACKGROUND CHECKS.

PHALA H.L
MUNICIPAL MANAGER

The Municipality reserves the right not to make any appointment