

GREATER TUBATSE MUNICIPALITY, SITUATED IN LIMPOPO PROVINCE WITHIN THE SEKHUKHUNE DISTRICT, INVITES APPLICATIONS FROM POTENTIAL CANDIDATES FOR THE FOLLOWING VACANCIES THAT EXIST AT ITS MUNICIPAL OFFICES IN BURGERSFORT

INTERNAL/ EXTERNAL ADVERTISEMENT

FINANCE DEPARTMENT

POSITION NO. 1	:	REF NO. FIN/2015/01/01
POSITION	:	SUPPLY CHAIN MANAGER
DIVISION	:	SUPPLY CHAIN MANAGEMENT UNIT
REMUNERATION	:	POST LEVEL 1 (R425,030.00 P.A BASIC SALARY PER ANNUM EXCLUDING BENEFITS)
NATURE OF EMPLOYMENT	:	PERMANENT APPOINTMENT

MINIMUM REQUIREMENTS :

- A Bachelor's Degree in Commerce with Specialization in Supply Chain Management / B Tech in Public Finance Management and Administration
- A Certificate in Municipal Financial Management (Qualification ID No. 48965)
- Minimum of 4 years work related experience of which at least 1 year must be at middle management level and at least 3 years at any level in a role related to the position of the official
- Ability to demonstrate previous work related experience
- Understanding of local government environment (including legislative, social, political and economic) supporting the Chief Financial Officer/ Accounting Officer
- An extensive knowledge and application of the relevant Legislation prescribed Local Government Supply Chain Management function
- Computer Practice will be an added advantage
- A valid SA drivers license

KEY PERFORMANCE AREAS:

- Manage Supply of Municipal materials and Assets.
- Implement the provisions of SCM Policy as regulated.
- Implement and advice on supply chain delivery framework and strategy, ensuring compliance with procedures and requirements.
- Manage deliveries according to orders and delivery notes and verifies for correctness
- Manage and ensure procedures are according to stock codes and regulations
- Manage and complete stock figures on re-order notes and forward to controller for procurement
- Produce monthly, quarterly and annual reports as per your KPA in the SDBIP
- Assist in the Preparation of Financial reports relating to Supply Chain Management
- Responsible for the budget compilation and related processes in Supply Chain Management Unit.
- Analyze information about supplier performance or procurement program success.
- Document physical supply chain processes, such as workflows, cycle times, position responsibilities, or system flows
- Design or implement plant warehousing strategies for production materials or finished products.
- Analyze inventories to determine how to increase inventory turns, reduce waste, or optimize customer service.
- Manage activities related to strategic or tactical purchasing, material requirements planning, inventory control, warehousing, or receiving.
- Develop procedures for coordination of supply chain management with other functional areas,

POSITION NO. 2 : **REF NO. FIN/2015/01/02**
POSITION : **REVENUE MANAGER**
DIVISION : **REVENUE MANAGEMENT UNIT**
REMUNERATION : **POST LEVEL 1 (R425,030.00 P.A BASIC SALARY PER ANNUM EXCLUDING BENEFITS)**
NATURE OF EMPLOYMENT : **PERMANENT APPOINTMENT**

MINIMUM REQUIREMENTS :

- National Diploma\ Bachelor's Degree (NQF Level 6) in Commerce with Specialization in Accounting and or Revenue .
- A Certificate in Municipal Financial Management (Qualification ID No. 48965)
- Minimum of 4 years work related experience of which at least 1 year must be at middle management level and at least 3 years at any level in a role related revenue management
- A minimum of 5 years at any level in a role related to Revenue Management.
- Ability to demonstrate previous work related experience
- Understanding of local government environment (including legislative, social, political and economic) supporting the Chief Financial Officer/ Accounting
- An extensive knowledge and application of the relevant Legislation prescribed Local Government Revenue Management function.
- Computer Practice will be an added advantage
- Supervisory skills
- Interpersonal relations and customer care skills
- High level negotiation skills
- Ability to work under pressure
- A valid SA drivers license

KEY PERFORMANCE AREAS:

- Plan, coordinate and manage the activities of the Division associated with the delivery of revenue services to the Municipality
- Analyze activities, information in terms of service delivery and needs of internal customers and other statistics and perform physical observation and inspections to identify trends and needs for new or revised services.
- Perform revenue-related activities to ensure the accurate recording of information regarding revenue management
- Develop and ensure the implementation of the Credit Control Policy and that all debtor accounts are promptly rendered and outstanding monies collected in good time
- Coordinate and control the various internal functions and activities to ensure timely and proper collection of all income due to Council
- Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly
- Compile financial statistical information/reports relating to income collection for municipal services to Management, Council and all relevant authorities
- Develop and monitor systems, policies, procedures and processes relating to revenue, credit control and debt collection to ensure correct working operations and practices
- Perform human capital and administrative activities relating to the Revenue Division.

POSITION NO. 3 : **REF NO. FIN/2015/01/03**
POSITION : **BUDGET ACCOUNTANT**
DIVISION : **BUDGET & REPORTING**
REMUNERATION : **POST LEVEL 3 (R334, 764.00 BASIC SALARY PER ANNUM EXCLUDING BENEFITS)**
NATURE OF EMPLOYMENT : **PERMANENT APPOINTMENT**

MINIMUM REQUIREMENTS :

- A Diploma/ Bachelor's degree/ B Tech in Accounting or an equivalent qualification
- Computer literacy, Negotiation skills, Communication skills. Interpersonal skills.
- 4 Years relevant experience in Budgeting & Reporting.
- Local Government Finance qualification will be an added advantage
- Strong Ability to meet deadlines and work under pressure.
- A valid SA drivers License

KEY PERFORMANCE AREAS :

- Administration of Operational and Capital Budget
- Responsible for the provision of required financial statements
- Prepare Financial reports relating to Budget
- Responsible for the budget compilation and related processes
- Manage spending by departments and ensure that all line items are provided for in the budget
- Compile monthly ,Quarterly and Annual reports as per your KPA in the SDBIP and applicable Legislatures.

DEPARTMENT - TECHNICAL SERVICES

POSITION NO. 4 : REF NO. TECH/2015/01/04
POSITION : ELECTRICIAN
REMUNERATION : POST LEVEL5 (R261, 325 BASIC SALARY EXCLUDING BENEFITS)
DURATION OF CONTRACT : PERMANENT APPOINTMENT

MINIMUM REQUIREMENTS :

- NQF level 5/6 Trade Test /Diploma or B-Tech in Electrical Engineering
- Wireman's License (Three phase)
- Trade Test Certificate
- Preferably 3-5 Years relevant experience of which,
- 2(two) Years experience in electrical field
- Required to work under various weather conditions and odd hours
- First Aid certificate will be an added advantage.
- Must be in possession of Code 10 License with Public Drivers Permit.

KEY PERFORMANCE AREAS :

- Coordination and supervision on installation , repairs and maintenance of electrical projects
- Works during major installation, maintenance and repair works, attending to the preparation of electrical designs
- Operation of heavy and specialised vehicles and equipment
- Performs activities associated with the construction and installations of medium/ low voltage electrical networks
- Connection of switchgear and transformer
- Fault finding and repair on municipal infrastructure electricity related
- Attending to staff related issues on issues of electricity
- Maintenance of Public Lighting and Traffic Lights.
- Coordinate and manage cut offs and reconnections of electricity and enforce compliance to electricity supply by –laws.
- Coordinate and monitor the medium and low voltage electrical reticulation systems
- Coordinated with troubleshooting, fault finding and report of medium and low voltage reticulation and electrical systems.

DEPARTMENT - CORPORATE SERVICES

POST No. 5 : **REF NO. CORP/2015/01/05**
POSITION : **DRIVER X 3**
DIVISION : **CORPORATE ADMINISTRATION**
REMUNERATION : **POST LEVEL 11: (R115 669.00 BASIC SALARY PER ANNUM)**
NATURE OF EMPLOYMENT : **PERMANENT APPOINTMENT**

MINIMUM REQUIREMENTS:

- A Grade 10 or NQF level 2 Qualification
- 2 years Driving experience
- Functional Literacy for the job
- Knowledge of Tubatse Geographical area and other areas
- Ability to work with people
- Must be in possession of Code 10 License with Public Drivers Permit

KEY PERFORMANCE AREAS:

- Transportation of staff and other people as required from time to time by the supervisor
- Transportation of goods/documents to various places within and outside the municipal jurisdiction
- Perform general admin activities
- Perform any other duties as instructed by the supervisor transport related
- Washing of vehicles regular safety check of the vehicle
- Advice on service intervals for the vehicle
- Advice on any repairs that need to be conducted on the vehicle

POST No. 6 : **REF NO. CORP/2015/01/06**
POSITION : **AREA HEAD (PRAKTISEER)**
DIVISION : **CORPORATE ADMIN**
REMUNERATION : **POST LEVEL 5(R 261,325 BASIC SALARY EXCLUDING BENEFITS)**
NATURE OF EMPLOYMENT : **PERMANENT APPOINTMENT**

MINIMUM REQUIREMENTS :

- A DEGREE /National Diploma(NQF Level 6) in Public Administration/Management or equivalent
- A Degree in Administration will be an added advantage
- 5 years Administration experience of which,
- 2 (two) years at Supervisory Level
- Good Communication skills
- Good leadership skills
- A valid driver's License

KEY PERFORMANCE AREAS:

- General Office Administration of the satellite office
- Offer supervisory services to all staff attached to the satellite office
- Monitor Sub-Unit registers and records,
- Keep required statistics to ensure the safe keeping of applicable information
- Performs public and client service functions to ensure proper communication

- Deal with correspondence and write reports to ensure the effective capturing and distribution of relevant data
- Serves as a link between satellite office and the main office
- Manage and ensure delivery and distribution of agendas, notices, etc. to inform all applicable parties

Post No. 7 : **REF NO. CORP/2015/01/7**
POSITION : **HR OFFICER ASSISTANT**
DIVISION : **HUMAN RESOURCES MANAGEMENT UNIT**
REMUNERATION : **POST LEVEL 6(236,667 BASIC SALARY PER ANNUM EXCLUDING BENEFITS)**
NATURE OF EMPLOYMENT : **PERMANENT APPOINTMENT**

MINIMUM REQUIREMENTS :

- A Degree /National Diploma /B Admin (NQF Level 6) in Human Resources Management.
- 2 (two) years HR information related experience
- Ability to interpret and articulate Human Resource management processes
- Ability to interpret and apply policies and applicable Legislations

KEY PERFORMANCE AREAS:

- To provide Administration support on employee records management, recruitment end human resource administration.
- Filing of employee records and data
- Provide clerical support for recruitment function
- Compile statistical reports
- Conduct monthly and quarterly reports
- Capture data and information in a system
- Perform any other administrative duty as and when required.
- Ability to work under pressure and meet deadlines

COMMUNITY SERVICES DEPARTMENT

POST NO. 8 : **REF NO. COM/2015/01/8**
POSITION : **GENERAL ASSISTANTS X 2**
DIVISION : **ENVIRONMENT, PARKS AND RECREATION**
REMUNERATION : **POST LEVEL 11 : R115, 669.00 BASIC SALARY PER ANNUM EXCLUDING BENEFITS)**
NATURE OF EMPLOYMENT : **PERMANENT APPOINTMENT**

MINIMUM REQUIREMENTS

- Grade 12 or Equivalent
- Basic Literacy and Numeracy
- Ability to design gardens on Municipal Infrastructure
- Knowledge of Horticulturalist and landscaping will serve as an advantage.

KEY PERFORMANCE AREAS:

- Maintenance of Municipal Parks and cemeteries
- Cleaning of the Environment
- Irrigation , weed control , lawn mowing & general garden work
- De- bushing and watering of plants
- Grafting of grave pits and de weeding of graves

- Gardening , Horticulturalist and landscaping

DEPARTMENT	:	MUNICIPAL MANAGER SUPPORT
Post No. 9	:	REF NO. MM /2015/01/09
POSITION	:	PERSONAL ASSISTANT TO ACCOUNTING OFFICER
DIVISION	:	SECRETARIAT UNIT
REMUNERATION	:	POST LEVEL 3 (R 334,764 BASIC SALARY PER ANNUM EXCLUDING BENEFITS)
NATURE OF EMPLOYMENT	:	COMMENSURATE TO TERM OF OFFICE OF THE MUNICIPAL MANAGER

MINIMUM REQUIREMENTS :

- A /Diploma or Certificate in Office Management/ Public Relations/ B-Admin
- A degree in Office Management/ Public Relations/ B-Admin will be an added advantage
- 5 years Experience as PA with traceable references
- Practical Knowledge of Computer. (Preferably 35 words per minute)
- Shortlisted candidates expected to take a practical computer assessment on the venue.
- High level of confidentiality & ability to handle conflict
- Ability to communicate in various languages ,
- High level negotiation skills will be an added advantage
- Telephone etiquette, Interpersonal relations and public relations
- Maintain high level of professionalism and customer relations
- Expected to represent the corporate image by dressing professionally
- A valid driver's License

KEY PERFORMANCE AREAS:

- Provide and render personal assistant services to the Municipal Manager
- To act as liaison between management, staff, councillors and the public
- Provide reception services to the office of the Accounting Officer
- Provide typing services to the Office , Answer routine correspondence (letters and memorandums)
- Manage the diary of the Municipal Manager
- Review incoming correspondence and follow up on requests using telephone, files to improve service to the public and colleagues.
- Assist Municipal Manager with finding and monitoring of information/ internet, and telephone to provide them with the necessary information to do their work effectively.
- Exercise support services in regard to travel and accommodation arrangements for Municipal Manager
- Manage and administer the entire filing system of the office

DEPARTMENT - LOCAL ECONOMIC DEVELOPMENT

Post No. 10	:	REF NO.ELD/2015/01/10
POSITION	:	LOCAL ECONOMIC DEVELOPMENT MANAGER
DIVISION	:	LOCAL ECONOMIC DEVELOPMENT
REMUNERATION	:	POST LEVEL 1: R425, 030.00 (BASIC SALARY PER ANNUM EXCLUDING BENEFITS)
NATURE OF EMPLOYMENT	:	PERMANENT APPOINTMENT

MINIMUM REQUIREMENTS

- A Degree/Diploma (NQF Level 6) in Economics /Business Management or equivalent
- At least three years in economic development related field

- Experience in Municipal Environment will be an added advantage
- Sound understanding of Local Economic Development and Project Management concepts
- Knowledge of applicable Local Government Legislation
- Candidate must be innovative
- Must possess leadership and interpersonal skills
- Ability to manage skills
- Computer literacy
- A valid SA drivers license.

KEY PERFORMANCE AREAS:

- Facilitate LED forums
- Coordinate Economic Development related Partnerships
- Manage stakeholder relations
- Identify opportunities for Local Economic Development in the Municipality
- Facilitate the formulation and implementation of the Local Economic Development Strategy
- Development of Business Plans
- Manage of SMME's participation in Economic activities
- Facilitate job creation initiatives
- Monitor and evaluate LED projects within the Municipality

POST No. 11	:	REF NO.FIN /2015/01/11
POSITION	:	FINANCE MANAGEMENT INTERN X 3
DIVISION	:	FINANCE DEPARTMENT
REMUNERATION	:	R120 000. 00 (ALL INCLUSIVE PACKAGE PER ANNUM)
NATURE OF EMPLOYMENT	:	2 YEARS FIXED TERM CONTRACT

MINIMUM REQUIREMENTS

- Unemployed graduates with a recognized National Diploma / B Degree with majors in Accounting/ Cost and Management Accounting /Economics /Auditing
- Good verbal and written communication skills in English
- Computer Literacy
- Knowledge of spreadsheet applications

KEY PERFORMANCE AREAS:

- Revenue collection and billing, General expenditure ,Budgetary planning and Internal Auditing
- Implementation of financial management reform and, policies and procedures
- Implementation on Municipal legislation and regulations
- Assist in compiling AFS Annual Financial Statements and Management Reports
- Electronically capturing financial data
- Assisting in other financial functions

NOTE TO FINANCE INTERNS : Please forward your applications with self explanatory covering letter (**NOT Z83**) ,a detailed CV, certified copies of certificates with academic transcript, ID Document and other relevant supporting documents to: **The Greater Tubatse Municipal Offices at 1 Kastania street, in Burgersfort** or they can be posted for the attention of Human Resources Division on the Address below.

Interested candidates for all the other posts should forward a detailed CV accompanied by a signed covering letter indicating the position they are applying for, certified copies of qualifications, academic records, identity document and any other relevant supporting document. Applications must be submitted to Greater **Tubatse Municipality Human Resources Management Offices at Civic Centre at 1 Kastania Street, Burgersfort** or posted for attention of : **The Acting Municipal Manager, Greater Tubatse Municipality, P.O.BOX 206 Burgersfort 1150**

Closing date for Submission : 27 February 2015 @ 16:00

Enquiries : Human Resource Division @ 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 2 months after the closing date should assume that their applications were unsuccessful. Successful candidates will be subjected to security checks. Candidates who previously applied are encouraged to re-apply. GTM reserves the right to make any appointment..

NB. CANDIDATES WILL BE SUBJECT TO PERSONAL SUITABILITY CHECK AND REFERENCE CHECK. FRAUDULENT QUALIFICATIONS OR DOCUMENTATION WILL IMMEDIATELY DISQUALIFY THE APPLICANT.NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED.

Moja M.M

Acting Municipal Manager