



## LETSEMENG LOCAL MUNICIPALITY

### EXTERNAL ADVERTISEMENT

#### VACANCIES

Letsemeng Local Municipality with its head office in Koffiefontein hereby invites suitably qualified candidates to apply for the following vacancies within the Municipality.

**MANAGER: ADMINISTRATION  
DEPARTMENT: CORPORATE SERVICES  
(KOFFIEFONTEIN)  
REFERENCE: HRM 113/2012**

**Remuneration:** R225 006 – R241 600 per annum. Other benefits applicable to local authority (i.e. pension/provident fund; medical aid; 13th cheque) will be paid subject to certain conditions, including car allowance.

**Requirements:** A post-matric qualification in Local Government. At least 3 years' experience in a middle management position.

**Recommendation:** Strategic planning skills • Good written and verbal communication skills  
• Sound understanding of computer packages (MS Word, MS Excel, MS PowerPoint)  
• Knowledge and understanding of the Local Government and related legislation • A valid driver's licence is a pre-requisite.

**Key Performance Areas:** Plan, manage, organise and control the continuous provision of Corporate Administration and Support Services to the Municipality and its customers. Manage and oversee the rendering of an effective communication and customer care service. Oversee the managing of the annual budget process to ensure the expenditures are in line with the budgetary requirements. Deal with day-to-day administration to promote sound office management. Oversee the maintenance and neatness of office buildings, town hall, kitchens and grounds. Provide feedback to inform the Corporate Services Manager on the status of service delivery. Develop, coordinate and supervise personnel to promote productivity. Ensure compliance with the Occupational Health and Safety Legislation, Municipal Safety, Health and Environmental Standards, Policies and Procedures. Perform any other related duties as instructed by the Supervisor.

**TECHNICAL OFFICER  
DEPARTMENT: TECHNICAL  
(KOFFIEFONTEIN)  
REFERENCE: 114/2012**

**Remuneration:** R272 022 – R 306 267 per annum. Other benefits applicable to local authority (i.e. pension/provident fund; medical aid; 13th cheque) will be paid subject to certain conditions, including car allowance.

**Requirements:** BTech Civil Engineering • 3 years' experience in the municipal environment  
• Good communication skills • Valid driver's licence and have own vehicle.

**Recommendation:** Relevant experience in the environmental and water management field, drinking water quality and waste water quality management • Clear understanding of Local Government's role and policies with respect to water resource management • Knowledge of the National Water Act, Water Services Act and related policies, strategies and guidelines  
• Innovative thinking.

**Key Performance Areas:** Oversee the rendering of civil engineering services, mechanical and technical maintenance services. Maintenance of parks, cemeteries, sports grounds and Council building; the rendering of electrical distribution and maintenance services. Proper management of the Supply Chain Management Processes and procedures of the Divisions. Apply and manage control measures with regard to the allocated budgets of the different divisions. Prepare and maintain a capital vehicle and equipment replacement schedules. Ensure that objectives, policies, procedures and schedules for the Divisions are established. Perform any other related duties as instructed by the Supervisor.

Kindly include CV and attach certified copies of the following: Educational qualifications, ID, driver's licence.

If applicants have not been contacted within 30 days from the closing date, they must consider their application as unsuccessful.

**Closing date for applications is Friday, 11 January 2013.** All applications should be forwarded to:

Rev IE Poëe  
The Municipal Manager  
Private Bag X3, KOFFIEFONTEIN 9986

**Rev IE Poëe  
Municipal Manager**