



# LETSEMENG LOCAL MUNICIPALITY

**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: COMMUNITY SERVICES  
(KOFFIEFONTEIN)  
REFERENCE: HRM 113/2012**

**Remuneration: R272 022 - R306 267 per annum.** Other benefits applicable to local authority (i.e. pension/provident fund; medical aid; 13th cheque and car allowance) will be paid, subject to certain conditions.

**Requirements:** · A Bachelor's degree/national diploma in Public Administration/Relevant Equivalent Tertiary Qualification at NQF level 6 · At least 3 years' supervisory experience preferably in Local Government Environment · Valid driver's licence · Knowledge of Local Government and/Public Sector legislations, policies, regulations, standards and procedures · Computer literacy · Excellent communication skills · Interpersonal relationship skills · Planning and organising skills

**Responsibilities:** · Report directly to the Technical Director of Community Service activities · Implement the Integrated Development Plan (IDP) as well as strategic goals of the community services · Implement Service Delivery Budget and Implementation Plan (SDBIP) · Develop and Implement Key strategic/business plans including Waste Disposal & Management Plan, Disaster Management Plan and other resources in accordance with Local Government Legislation and Treasury Regulation · Operate and maintain support structures, processes and systems · Liaise with internal and external stakeholders · Facilitate stakeholder participation and involvement · Ensure legislative, regulatory, policy, practices and operating standards compliance

**MANAGER: BUDGET & REVENUE MANAGEMENT  
(KOFFIEFONTEIN)  
REFERENCE: HRM 104/2012**

**Remuneration: R272 022 - R306 267 per annum.** Other benefits applicable to local authority (i.e. pension/provident fund; medical aid; 13th cheque and car allowance) will be paid, subject to certain conditions.

**Requirements:** · B-degree in Financial Accounting or BTech in Cost and Management Accounting or equivalent (NQF 6) qualification in Accounting or Local Government Finance · Thorough understanding of GRAP standards and legislation applicable to local government · Candidates who have completed articles will have an added advantage · At least 3 - 5 years' experience in AFS compilation and Revenue Management · Meeting Minimum Competency levels in terms of Gazette 29967 will be an added advantage · Thorough understanding of legislation applicable to local government · Valid driver's licence · Computer literacy and understanding of Excel spreadsheets

**Responsibilities:** · Manage the revenue; credit control and budget management sections · Support the CFO through the provision of timely and accurate flow of financial and other operational information · Design and maintain internal financial control measures and systems pertaining to revenue management · Perform year-end balancing of the accounting records and compile annual financial statements in line with the applicable standards · Manage the statutory audit process with the Internal Auditor and attend to audit queries raised by the Auditor General · Co-ordinate and interact with external auditors and make information, supporting documentation and proof of approvals available to guide specific recordings, adjustments and allocations of income and expenditure within the municipality · Provide support with regard to consolidation of income and expenditure transaction information to facilitate the preparation and compilation of annual financial statements · Manage the cash flow and investments of the municipality

**DIVISIONAL HEAD: EXPENDITURE  
DEPARTMENT: FINANCE  
(KOFFIEFONTEIN)  
REFERENCE: HRM 124/2012**

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

**Requirements:** · B-degree in Commerce or equivalent (NQF 6) qualification in Accounting/Local Government Finance · At least 3 years' experience in asset management field · Meeting minimum competency levels in terms of Gazette 29967 will be an added advantage · Thorough understanding of GRAP standards and legislation applicable to local government · Valid driver's licence · Computer literacy and understanding of Excel spreadsheets

**Key performance areas:** · The Incumbent will be heading the Expenditure Section that deals with expenditure management; creditor payments management and payroll management · Responsible for compilation and maintenance of irregular; fruitless and wasteful expenditure · Responsible for month/year-end procedures on the financial system with regard to expenditure · Assist with the compilation of the annual financial statements

**SALARY/PAYROLL OFFICER  
DEPARTMENT: FINANCE  
(KOFFIEFONTEIN)  
REFERENCE: HRM: 126/2012**

**Remuneration: R153 967 - R173 340 per annum.** Other benefits applicable to local authority (i.e. pension/provident fund; medical aid; 13th cheque and car allowance) will be paid, subject to certain conditions.

**Requirements:** · Grade 12 or equivalent qualification (a degree will be an added advantage) · Two to three years' experience on payroll functions preferably in local government (knowledge of Sabata FMS payroll module/system will be an added advantage) · Good verbal and written communication skills in English · Computer literacy with knowledge of Microsoft applications

**Key performance areas:** · Manage the payroll/salary section of the municipality · Perform monthly calculations of the payroll of the municipality · Effect statutory deductions on employee salaries · Ensure payment of third-party payments to the relevant authorities

**IDP/LED MANAGER  
DEPARTMENT: MUNICIPAL MANAGER'S OFFICE  
(KOFFIEFONTEIN)  
REFENCE: HRM 101/2012**

**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 condition including car allowance.

**Requirements:** · A relevant 3-year tertiary qualification in Planning and Development and/or equivalent qualification, coupled with a wealth or relevant managerial experience in Local Government Development Programmes (a

minimum of 3 years) · Sound knowledge of Local Government Legislation · Strategic Planning Skills and sound knowledge of Strategic Processes · Good communication and facilitation skills

**Key performance areas:** · Strategically manage and direct the development and effective implementation of the IDP, budget integration and the performance management system and ensure Integrated Management and Sustainable Development to ensure that the annual review of the IDP and the Performance Management System are in compliance with Legislation and Council's Policy · Strategically direct municipality transformation, ensuring an acceptable level and quality of public stakeholder participation in municipal strategic planning, budgeting and institutional performance management · Provide strategic support to the Municipal Manager on matters relating to the IDP

**HUMAN RESOURCES MANAGER  
DEPARTMENT: CORPORATE SERVICE  
(KOFFIEFONTEIN)  
REFERENCE: HRM 103/2012**

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

**Requirements:** · A degree/national diploma in Human Resources Management/Public Management/equivalent qualification · Knowledge and experience in Performance Management Development System (PMDS) · At least 3 years' experience in middle management position · Strategic Planning Skills · Good written and verbal communication skills · Sound understanding of computer packages (MS Word, MS Excel, and MS PowerPoint) · Knowledge and understanding of the Local Government and related legislation · A valid driver's licence is a pre-requisite

**Recommendation:** · Extensive knowledge of human resources management concepts, principles, procedures and policies · Disciplinary knowledge with public administration · Human resources planning · Knowledge of organisational development functions and processes · Knowledge of appraisal and career management and performance management · Knowledge of Skills Development, Employee Wellness, Employee Strategies and Policies.

**Key performance areas:** · Oversee the recruitment and hiring process and decisions to ensure that the Municipality is correctly staffed by the right number of people with the skills relevant to the service delivery needs · Develop and implement human resources policies · Determine, implement, monitor and evaluate human resources management strategies, policies and plans to meet municipal needs · Plan, direct, manage and coordinate the work activities of subordinates and staff, defining a proper organisational structure, roles of divisions, work units and posts or employees necessary to perform the relevant function of the department · Advise and assist other managers on human resources management

**ASSET MANAGEMENT PRACTITIONER  
DEPARTMENT: FINANCE  
(KOFFIEFONTEIN)  
REFERENCE: HRM 105/2012**

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

**Requirements:** · B-degree in Commerce or equivalent (NQF 6) qualification in Accounting/Local Government Finance · At least 3 years' experience in asset management field · Meeting Minimum Competency levels in terms of Gazette 29967 will be an added advantage · Thorough understanding of GRAP standards and legislation applicable to local government · Valid Code 08 driver's licence · Computer literacy and understanding of Excel spreadsheets.

**Key responsibilities:** · Develop, manage and control the asset register and manage assets to ensure the proper identification and safeguarding of assets and to prevent the misuse and loss of assets · Ensure proper calculation of depreciation and revaluation of assets · Approve the transfer of assets from one department to another · Ensure newly acquired assets are properly identified · Ensure that updated information is provided to the insurance broker for yearly review of premiums · Liaise with the SCM Unit regarding disposal of obsolete assets · Perform regular inspections to ensure that all purchased assets are entered in the AR · Do a physical count and inspection of all movable assets on a quarterly basis

**SUPPLY CHAIN MANAGEMENT PRACTITIONER  
DEPARTMENT: FINANCE  
(KOFFIEFONTEIN)  
REFERENCE: HRM 106/2012**

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

**Requirements:** · B-degree in Commerce or equivalent (NQF 6) qualification · Meeting Minimum Competency levels in terms of Gazette 29967 and formal SCM qualification would be an added advantage · Managerial experience in a centralised stores and provisioning administration (procurement) environment, with specific reference to the Local Authority Government · An in-depth working knowledge of the Preferential Procurement Policy Framework Act, Act 5 of 2000 · Valid Code 08 driver's licence · Computer literacy and understanding of Excel spreadsheets

**Responsibilities:** · Responsible for procurement in line with the SCM policy and relevant legislation · Head the Supply Chain Management Unit · Responsible for the overseeing and implementation of procedural guidelines relating to procurement, financial accounting and relevant administration · Maintain the current policies with regard to asset disposal · Manage/handle all administrative tasks pertaining to the bidding process in order to ensure proper SCM processes

**WATER TECHNICIAN  
DEPARTMENT: TECHNICAL  
(KOFFIEFONTEIN)  
REFERENCE: HRM: 125/2012**

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

**Requirements:** · Degree/diploma in Civil Engineering/Water Care or equivalent qualification · 3 years' experience in the municipal environment · Good communication skills · Valid driver's licence and 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:** · Implement and enforce the National Water Act, Water Services Act and Department of Water Affairs policies and regulations · Conduct

assessment of drinking water quality · Conduct audit sampling for drinking water and wastewater quality · Coordinate monthly Drinking Water Quality Management meetings · Ensure compliance on Blue- and Green Drop Certification · Arrange workshops on the Regulatory Performance Measurement System (RPMS) · Assess for compliance with RPMS

**ROADS AND STORMWATER TECHNICIAN X 2  
DEPARTMENT: TECHNICAL  
(KOFFIEFONTEIN)  
REFERENCE: HRM 109/2012**

**Remuneration: R157 655 - R173 340 per annum.** Other benefits applicable to local authority (i.e. pension/provident fund; medical aid; 13th cheque and car allowance) will be paid, subject to certain conditions.

**Requirements:** · Degree/diploma in Civil Engineering or equivalent qualification · 3 years' experience in roads and storm water design and management · Interpersonal relationship skills · Good communication skills · Valid driver's licence and own vehicle

**Key performance areas:** · Overall management of projects within their respective areas; to identify, prepare feasibility studies; prioritise projects; prepare business plans, project management and financially administer the budget of the projects · Manage the labour intensive projects in line with the EPWP framework and the related reporting requirements · Manage cash flows and committed project expenditure · Contract administration: verify payment certificates and preparation of monthly payment schedule documentation · Supervision of contracts: arrange regular project progress meetings and conduct site visits to ensure compliance to business plan conditions · Write tender evaluation reports for the appointment of contractors and consultants · Handle public enquiries on road and storm water problems · Check design standards, drawings and documents of consultants · General office administration (requisitions, letters, quotations, etc)

**ELECTRICIAN  
DEPARTMENT: TECHNICAL  
(KOFFIEFONTEIN)  
REFENCE: HRM: 110/2012**

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

**Requirements:** · Trade Test Artisan · Wireman's Licence · Minimum 3 years' experience in electrical environment · First Aid experience · Good communication skills · Valid driver's licence and own transport · Innovative thinking

**Key performance areas:** · Responsible for all electrical maintenance and installation work · Do fault finding and repairs on all electrical equipment · Plan new or modified installations to minimise waste of materials, provide access for future maintenance and avoid hazardous and unreliable wiring, consistent with specifications and local electrical codes · Test continuity of circuits to ensure electrical compatibility and safety of components with testing instruments such as an ohm-meter, battery and buzzer and oscilloscope.

**LEGAL OFFICER  
DEPARTMENT: CORPORATE SERVICE  
(KOFFIEFONTEIN)  
REFERENCE: HRM: 111/2012**

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

**Requirements:** · Matric plus an LLB-degree or equivalent qualification · 5 years' experience in Legal and Labour Relation matters · Knowledge of Local Government Legislation · Sound knowledge of and ability to interpret statute · Good communication skills · Interpersonal relationship skills · Valid driver's licence

**Key performance area:** · Draft legal documents such as notices, contracts, agreements etc. · Prepare case files and liaise with State Attorney/State Law Advisor on litigious matters · Liaise with municipalities in respect of legal matters affecting Government in general · Advise Director: Corporate Service and other Heads of Department in the Municipality · Conduct legal research, training and workshops · Coordinate and control procedures and research sequences associated with Disciplinary and Grievance cases and enquiries · Prepare and represent the Municipality in cases referred for Conciliation/Arbitration · Prepare reports on Disciplinary/Grievance cases referred and attended to and submit it to Director: Corporate Service · Participate in Committees and Working groups and provide advice/guidance on the interpretation of policies and procedures impacting/influencing conditions of employment

**SKILLS DEVELOPMENT FACILITATOR  
DEPARTMENT: CORPORATE SERVICE  
(KOFFIEFONTEIN)  
REFERENCE: HRM 112/2012**

**Remuneration: R133 537 - R150 347 per annum.** Other benefits applicable to local authority (i.e. pension/provident fund; medical aid; 13th cheque and car allowance) will be paid, subject to certain conditions.

**Requirements:** · Degree/diploma in Human Resources Management or equivalent qualification · 3 years' experience as an Education, Training and Development Practitioner · In addition, applicant's certificate as a Skills Development Facilitator and Assessor · Knowledge and understanding of relevant legislation · Presentation skills · Good verbal and written communication · Valid driver's licence

**Key performance areas:** · Responsible for training and development functions · Participate in forums in respect of skills development and councillors · Presenting qualitative and quantitative information on skills development initiatives · Evaluate and comment on learnership and bursary schemes and Recognition of Prior Learning · Conduct skills audits · Prepare comprehensive skills plans · Coordinate ABET training and submit monthly reports to the Director: Corporate Service

Interested candidates should submit their detailed CVs with contactable references, certified copies of original certificates with a covering letter to: **Letsemeng Local Municipality, Human Resources Section, 7 Grootrek Street, Koffiefontein, or post applications to Private Bag X3, Koffiefontein 9986.**

Only shortlisted candidates will be contacted and if you are not contacted within 30 days after the closing date, please consider your application unsuccessful. Faxed, e-mailed or late applications will not be accepted.

Any enquiries can be directed to **Mrs NJ Mbonani** during office hours on **053 205 9200. Closing date: 23 October 2012.**

**Rev IE Poë  
Municipal Manager**