



**ALFRED NZO**  
DISTRICT MUNICIPALITY

## MEMORANDUM

ENQUIRIES: PZ. BEJE

EXT 5098

24 August 2012

Mr. Lecheko M.  
P.o. Box 1802  
Matatiele  
5090

**Re: EMPLOYMENT OFFER - MANAGER: MUNICIPAL HEALTH SERVICES**

Dear Mr. Lecheko.

I have pleasure in informing you that you have been appointed a Manager: Municipal Health Services with effect from the 01<sup>st</sup> September 2012. Your conditions of service are as follows;

Your place of work:

Alfred Nzo District Municipality  
Erf 1400, Ntsizwa Street  
Mount Ayliff  
4735

Your total package is as follows:

- |                              |   |  |
|------------------------------|---|--|
| 1. Annual Basic Salary       | : | R 324,924.00   |
| 2. Post Level                | : | 3  |
| 3. Annual Leave              | : | 24 days  |
| 4. Family Responsibility     | : | 5 days for each financial year   |
| 5. Sick Leave                | : | 80 days over three year cycle.   |
| 6. Working Hours             | : | As determined by your Supervisor in line with provisions<br>Of SALGABC Collective Agreement and the hours of work policy.              |
| 7. Lunch                     | : | Is as determined by the policy on hours of work.   |
| 8. Public Holidays           | : | Entitled to all official holidays on full pay  |
| 9. Conditions of Service     | : | Available on request.  |
| 10. Payment of Salary        | : | Payable on the 25 <sup>th</sup> of each month  |
| 11. Affiliation              | : | To any recognized Labor Union is not compulsory but<br>Advantageous  |
| 12. Insurance                | : | Unemployment Insurance Fund is compulsory  |
| 13. Termination of service   | : | Thirty (30) days by each party   |
| 14. Medical Aid              | : | Membership to the accredited medical aid schemes is not compulsory<br>but advantageous, council pays 60% of your total c contribution. |
| 15. Pension/ provident fund: | : | Joining a recognized pension/ provident fund is<br>compulsory  |
| 16. Service bonus            | : | Payable on birth month   |
| 17. Housing Subsidy          | : | A housing subsidy scheme is available but subject to<br>Certain conditions   |
| 18. Standby                  | : | As approved by your supervisor   |
| 19. Overtime                 | : | As approved by your supervisor   |

PLACE OF UNITY IN DIVERSITY

ERF 1400 NTSIZWA STREET, PRIVATE BAG X 511, MOUNT AYLIFF, 4735, TEL: 039 245 5000, FAX: 039 254 0343

Any changes to this agreement will only be valid if they are in writing and have been agreed to and signed by both parties.

**NB:** You will be expected to sign a Municipal Code of Conduct as contained in the Local Government: Municipal Systems Act, No 32 of 2000, and schedule II.

**Key Performance Areas:**

- Supervises, directs and evaluates assigned staff and completing employee performance appraisal.
- To oversee the overall implementation of the Municipal Health scope of practice that is:-
  1. Water monitoring.
  2. Food control.
  3. Water management and general hygiene monitoring.
  4. Health surveillance of premises.
  5. Surveillance and prevention of communicable diseases, excluding immunizations.
  6. Vector control monitoring.
  7. Environmental pollution control.
  8. Disposal of the dead.
  9. Chemical safety.
  10. Noise control.
  11. Radiation (ionizing and non - ionizing) monitoring and control.
  12. Port health.
  13. Malaria control.
  14. Control and monitoring of hazardous subsistence.

You will be accounting to the **Municipal Manager**.

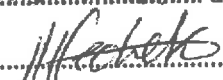
**Kindly confirm the acceptance/non - acceptance of the above by signing and returning the copy of this letter within 7 days.**

I, again, wish to congratulate you on your appointment and sincerely trust that you will have a long happy association with the District Municipality.

Yours faithfully

  
**M MOYO**  
**MUNICIPAL MANAGER**

I Matthews LECHERO accept the position offered to me in accordance with Council Conditions of Services.

SIGNED  AT Mt ayliff

ON THIS 14 DAY September 2012

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