



MAKHADO LOCAL MUNICIPALITY

Applications are hereby invited from suitable qualified candidates for vacant positions in Makhado Local Municipality

DEPARTMENT OF CORPORATE SERVICES

COUNCIL SUPPORT

1x RESEARCHERS Ref: (5/3/4/2/73)

Salary Scale: R 451 518.09 – R 498 557.05 per annum (post level 06)

Requirements: *Grade 12 *National Diploma in Economics / Public Administration/Management or relevant qualification *Valid Code B driver's licence *Minimum 3 years' experience

Key Performance Area: *Investigate and Conduct research on MPAC *Develop procedure manual which will formalize and standardize operations *Provide assistance to MPAC in adherence to processes and procedures Conduct research, gather information, analyse and provide MPAC with reports *Provide oversight function from a political, compliance and service delivery perspective within the organization *Analyse financial, performance reports, SDBIP, Annual Report and Financial Statements *Collect data from relevant Departments and other stakeholders *Consolidate reports *Ensure accurate and verifiable finance and performance reporting *Advise MPAC on possible corrective measures & Identify unintended consequences and provide possible recommendations *Consult relevant legislation and Council Policies *Ensure MPAC recommendations are in line with legislation *Ensure comprehensive advises with regard to MPAC issues

Key Competences: *Time management *Communication Skills *Typing skills *Report writing Skills *Interpersonal skills *Honesty and Integrity *Able to work under pressure abnormal working hours *Self -discipline and interpersonal skills.

NB: ALL SUCCESSFUL CANDIDATES WILL UNDERGO BACKGROUND CHECK AND VERIFICATION OF QUALIFICATIONS AND CRIMINAL RECORDS

Makhado Municipality is an equal opportunity employer and subscribe to employment equity act.

Forward your application on the Council's prescribed application form with a copy of CV and certified copies of qualifications to the Municipal Manager, Private Bag X2596, LOUIS TRICHARDT, 0920. Or Hand delivers to 83 Krogh Street, Civic Centre Makhado Municipality Louis Trichardt

For more information contact Human Resource Office @ Mr Muofhe A.P 015 519 3121 or Ms Hlangwane F S 015 519 3127

PLEASE NOTE: APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED

To view our current vacancies or to print the Application Form visit our website on www.makhado.gov.za

If no response is received from Makhado Local Municipality within 45 days after the closing date, it must be regarded that your application has not been successful.

Publication Date: 11 April 2024

Closing Date: 30 April 2024

Notice No: 53/2024

File No. 5/3B

**MR K M NEMANAME
MUNICIPAL MANAGER**