



## MAKHADO LOCAL MUNICIPALITY

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

### DEPARTMENT BUDGET AND TRESURY

### SUPPLY CHAIN MANAGEMENT DIVISION

#### **1 X Manager: Supply Chain Management -Ref: (5/3/4/3/52)**

**Salary Scale:** R600 985.54 (fixed) per annum (post level 01)

**Requirements:**\* B Com Degree/N Diploma in accounting /Supply Chain Management or equivalent qualifications. \*five (5) Years relevant experience. \*Computer literate. \*Valid Code B driver's License. \*

**Key performance areas:**\*Responsible for the attainment of the council's objectives through proper procurement and control of all stock, materials and equipment to plan, direct and co-ordinate the procurement of goods and services at the best price, at the right time, best quality and correct quality.\*Allocates stock re-order notes to the relevant procurement officers for processing.\*Monitors stock levels and adjust purchasing pattern according to demand. \*Set stock levels in co-ordination with directorates; especially high turnover items by performing market and product research and investigates materials available and sets specifications for procurement.\*liaise with user department to determine quality and specification of stock items. \*Manage the preparation of yearly stocktaking/participation by seeing to it that the functions are carried out. \*Administer the database of supplier in order to ensure that the accredited prospective providers of goods and services accurately updated on a regular basis.\*Draws up and revise stores related policies and procurement.\*Communicate policy, decisions and relevant information to ensure that the section functions and performs in synchronisation with other sections and other departments to achieve a common goal. \*Identifies and resolves problems encountered with the daily running of the section.

**Key Competencies:** \*Communication skills \*Management of Stakeholders \*Attention to detail \*Planning and decision making skills \*Interpersonal relations skills \*Ability to work under pressure, within a team and within set time limits. \*Be self-motivated \*Honesty and Integrity \*Report writing skills.

## **DEPARTMENT OF CORPORATE SERVICES**

### **(Legal Services Division)**

#### **1 x Manager Legal Services - Ref: (5/3/4/2/58)**

**Salary scale:** R600 985.54 (fixed) per annum (post level 1)

**Requirements:**\*Grade 12 \* LLB or equivalent qualifications\*Computer literate \*At least valid Code B Driver's License \*Minimum of five (5) years experience at local government corporate legal environment or as a legal practitioner \* \*Ability to represent the municipality in dispute resolution forums i.e. Disciplinary Tribunal, CCMA and Bargaining Council etc. \*A post graduate qualification in Labour Law and an admission as an Attorney or Advocate with pupillage shall serve as an added advantage

**Key performance areas:** \*Manage the key performance areas and indicators allocated to the Legal Division by providing legal advisory services, legislative drafting, litigation management and contract drafting as well as a Labour Relations \*Manage and maintain the Municipal Code, Policy Register and Litigation Register \*Maintain the Panel for the appointment of external legal service providers consistent with the Municipal Supply Chain Management Policy \*Review and certify contracts to be concluded by the Municipality \*Research and continuously advice on matters of the organization legal compliance \*Report to the Director Corporate Services

**Key Competencies:** \*Ability to analyse and research large volumes of documents \*Attention to detail \*Decisive, persuasive and negotiations skills \*Honesty and Integrity \*Able to work under pressure, within a team and within set time limits \*Ability to communicate at all levels

## **OFFICE OF THE MUNICIPAL MANAGER**

#### **1X ASSISTANT MANAGER RISK MANAGEMENT REF (5/3/4/3/23)**

**Salary scale:** R530 994.85 per annum (Fixed) (post level 03)

**Requirements:**\* B Com Degree/National Diploma in Accounting/Auditing or relevant qualifications. \*Minimum four (4) Years relevant experience. \*Computer literate. \*Valid Code B driver's License.

**Key performance areas:**\*Identify high risk areas within departments by analysing policies, activities and procedures through discussions with line manager.\*Assesses , evaluates and analyses the control environment through process such as risk assessment and analysis, control self-assessment interviews, understanding the vision, mission and strategic objectives of the organisation.\*Develops strategies relating to fraud mitigation by assessing and evaluating the control conscience of the organisation to minimize the impact of fraud and other irregularities in Municipality.\*Controlling, monitoring and revising operational plans, modifying current services or planning for new services.\*Supervising the rendering of administrative functions and see to the proper execution of thereof (Risk Management) give guidance to the section regarding operational matters and deal with any problems.\*Planning , organising and directing teams for efficient, effective operation within the IDP scope using budget.\*Analysing activities and information in terms of service delivery and needs of internal customers and other statistics and perform physical

observation and inspections in order to identify trends and needs for new services.\*Making recommendations to the Municipal Manager in terms of changes to current service delivery or need for new services.

**Key Competencies:** \*Must be able to take rational decisions. \*Be able to meet pre-determined deadlines.\*Ability to meet deadlines. \*Strong interpersonal and communication skills.

## **DEPARTMENT TECHNICAL SERVICES**

### **1x CIVIL ENGINEERING TECHNICIAN –Ref: (5/3/4/4/8)**

**Salary scale:** R469 285.83 – R493 055.00 per annum (post level 04)

**Requirements:** \*Grade 12 and National Diploma in civil engineering or equivalent qualifications. \*A valid Code B driver’s License. \*At least three years relevant experience.

**Key performance areas:** \*Assist on the evaluation of consultants and contractors by providing the procuring officer with the necessary technical information (MIG conditions). \*Evaluates and comments on feasibility study and technical reports by checking for compliance of the final recommendation and specification to MIG and sector Departments. \*Attends and participate during briefing of the consultant by projects Management Unit (PMU). \*Monitor projects progress, scope, quality and budget and duration control by performing associated project management functions to ensure project delivers on its mandate. \*Ensure project compliance with Expanded Public Works Programme (EPWP) principles about use of labour intensive construction methods for low-volume roads. \*Evaluates and comments on designs, tender drawings, specifications, tender documents and costs estimates.

**Key Competencies:** \*Project management skills. \*Ability to work under pressure accurately set and meets deadlines timeously. \*Computer literacy particularly management specialist software.

### ***NB: ALL SUCCESSFUL CANDIDATES WILL GO THROUGH A SECURITY CLEARANCE.***

Makhado Municipality is an equal opportunity employer and subscribes to employment equity act. Forward your application on the ***Council’s prescribed application form*** with a copy of CV and certified qualifications to the Municipal Manager, Private Bag X2596, Louis Trichardt, 0920. or submit to office C054, 83 Krogh street first floor civic centre, Louis Trichardt between 7h00 and 16h00

For more information contact MR DAGADA N @ 015 519 3225 or MS. HLANGWANI 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 [visits our website on www.makhado.gov.za](http://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: 4 November 2018**

**Closing Date: 22/11//2018**

**Notice No: 175/2018**

**File No: 5/3B**

**MUNICIPAL MANAGER**