

## EXTERNAL ADVERTISEMENT

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### MAKHADO LOCAL MUNICIPALITY

**Become part of the progressive of Makhado Municipality, in a beautiful town at the foot of the Soutpansberg and join a dynamic equal-opportunity Local Government**

The Makhado Local Municipality hereby invites applications from suitable qualified candidates for the following positions:

**LAND SURVEY: INTERN (2 posts)**  
(24 month contract basis)

**Salary Scale:** R 10 194. 82 per month (No other benefits)

**Qualification/ Requirements:**\*B Degree or Diploma in Land Survey\* Computer literacy will serve as a strong recommendation.

**Responsibilities:**\*Render site survey\*Demarcation of sites\*Identification of boundary pegs\*Processing of business and residential applications for permission to occupy applications.

**Key Competencies:**\*Report writing skills\*Interpersonal relations\*Presentation skills\*Effective verbal communication\*Excellent interpersonal and facilitation skills which include negotiation and conflict management.

**TOWN AND REGIONAL PLANNERS: INTERNS (5 posts)**  
(24 month contract basis)

**Salary Scale:** R 10 194. 82 per month (No other benefits)

**Qualification/ Requirements:**\*B Degree or Diploma in Town Planning / Urban and Regional Planning\* Computer literacy will serve as a strong recommendation.

**Responsibilities:** Process land applications i.e rezoning, subdivision and special consent using relevant legislations and municipal policies\*Conduct site inspection for land development applications and Permission to Occupy\*Assessment of Business licence applications\*Updating of council resolution register.

**Key Competencies:**\*Report writing skills\*Interpersonal relations\*Presentation skills\*Effective verbal communication\*Excellent interpersonal and facilitation skills which include negotiation and conflict management.

**BUDGET & FINANCIAL STATEMENT: INTERN (3 posts)**  
(24 month contract basis)

**Salary Scale:** R 10 194. 82 per month (No other benefits)

**Requirements:**\*Recognised BCom Degree or relevant Financial Diploma with Accounting 1, 11, 111.\*Must be computer literate and have knowledge of Windows Spreadsheet Application.

**Responsibilities:**\*Assist with the implementation of GRAP\*Preparing monthly and quarterly financial reports to National Treasury Provincial Treasury and Council\*Preparation of other reports to stakeholders e.g. Statistics SA\*Assisting in compilation of Capital and Operational budgets\*Assist in the preparation of Annual Financial Statements\*Assists in budget preparation and monitoring.

**Key Competences:**\*Interpersonal and people skills\*Good communication skill\*Report writing.

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

Forward your application on the ***Council's prescribed application form*** with a copy of CV and qualifications to the **Municipal Manager, Private Bag X2596, LOUIS TRICHARDT, 0920.**

For more information contact TS NDOU @ 015 519 3218

**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](http://www.makhado.gov.za)

*NB: NO FAX AND E-MAIL APPLICATIONS WILL BE ACCEPTED*

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: 26 April 2012**  
**Closing Date : 18 May 2012**  
**Notice No. : 41/2012**  
**File No. : 5/3/B**

**ACTING MUNICIPAL MANAGER  
E.L MUGARI**