

MAKHADO LOCAL MUNICIPALITY

Become part of the progress of the 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:

DEPARTMENT OF CORPORATE SERVICES

ADMINISTRATIVE OFFICER: LEGAL SERVICES

Salary Scale: R148 687 – R164 178 (post level 5)

Qualifications/Requirements: * An appropriate degree in legal field/legal qualification and 3 years relevant experience * Experience of legal related work in a corporate legal environment * Computer literate

Responsibilities: * Amongst others includes a variety of administrative duties of legal nature, and committee related work

Key Competences: * Full administration of legal contracts and correspondence, and duties embodied in Municipal systems * Monitor and control legal administrative duties * Management and control of staff * Effective communication with higher authorities internally * Assist with committee related processes * Maintain legal registers * Prosecution duties * Legal advise and opinion * Perform other ad-hoc tasks as may be delegated by the head of the Department.

ADMINISTRATIVE OFFICER: TOWN-PLANNING

Salary Scale: R148 687 – R164 178 (post level 5)

Qualifications/Requirements: * Degree in Social Sciences * Relevant experience of at least two years in a municipal environment * Computer literate * Experience in town-planning related application processes

Responsibilities: * Receive and process DFA/Ordinance applications for township establishment, rezoning, subdivision, consolidation * Write and submit accurate reports to Council * Apply provisions of Town-planning Scheme in operation and policies in respect of land use * Responsible for land use management in terms of Council's guide documents * Liaise with Council's service providers in the land use management field

Key Competences: * Knowledge of town-planning and development processes * Accuracy * Able to relate with professional people and developers * Knowledge of all appropriate legislation in land use management * Report writing * Perform other ad-hoc tasks as may be delegated by the head of the Department.

ADMINISTRATIVE OFFICER: PROPERTIES

Salary Scale: R148 687 – R164 178 (post level 5)

Qualifications/Requirements: * Grade 12 plus National Diploma in Real Estate * At least 3 years experience in municipal environment * Computer literate

Responsibilities: * Administration of street name allocation * Administration of closure and demolishing of buildings * Administration, functions and duties related to land invasion * All transactions related to municipal land – lease, sale, temporary use, ad-hoc lease and purchase

thereof, including legal aspects of contracts and liabilities * Writing of reports to Council's Committees

Key Competences: * Report writing skills, communication skills, interpersonal and negotiation skills * Knowledge in the field of land transactions * Perform other ad-hoc tasks as may be delegated by the head of the Department.

TOWN-PLANNER ASSISTANT

Salary Scale: R110 524 – R128 115 (post level 7)

Qualifications/Requirements: * Grade 12 * An appropriate B Degree/Diploma in Town-planning with at least 2 years experience in municipal environment * Computer literate

Responsibilities: * Administer applications in terms of the Town-planning Scheme and Sectional Title * Correspondence and prosecution of contraventions of the Town-planning Scheme * Applications to remove restrictive clauses * General development control functions * Rezoning applications * Consent applications * Maintain and update Town-planning Registers

Key Competences: * Interpersonal and people skills * Good organisational and communication skills * Report writing * Accuracy * Perform other ad-hoc tasks as may be delegated by the head of the Department.

FRINGE BENEFITS: On offer are the usual Council benefits, subjected to certain conditions. Forward your application on the Council's **prescribed** application form with a copy of your CV and qualifications to the Acting Municipal Manager, Private Bag X2596, LOUIS TRICHARDT, 0920. Applications which are not on the **prescribed** form will not be processed.

Applicants **who meet the requirements** and are interested may download application form by visiting our website at www.makhdo.gov.za.

For more information contact Mr M Sithole at telephone no. (015) 519 3000.

PLEASE NOTE: APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT 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: 12 September 2008

Closing Date: 26 September 2008

Notice No.: 87/2008

File No.: 5/3/B

MR R H MALULEKE
ACTING MUNICIPAL MANAGER

**MAKHADO MUNICIPALITY
THE GATEWAY TO OTHER AFRICAN STATES**