

## INTERNAL AND LOCAL ADVERT



**Makhado Municipality is an equal opportunity employer upholding the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned posts.**

### **DEPARTMENT: CORPORATE SERVICES**

#### **ADMINISTRATION AND COUNCIL SUPPORT**

##### **SENIOR CLERICAL ASSISTANT RECORDS**

**Salary Scale:** R 164 630.10 – R 190 757.46 per annum (Post level 9)

**Requirements:** Grade 12/NQF Level 4, Certificate in Records Management \* At least four years' experience in Records Management environment \* Ability to read, write and communicate in English.\*Computer literate.\*Confidentiality.\* Drivers licence will be an added advantage.

**Responsibilities:** Perform archiving tasks relating to the preparation of incoming and outgoing correspondence and council resolutions. Perform all duties related to Records office. Co-responsible for senior duties generic to Registry Offices comprising of amongst others distributing, keeping registers, accurate filing of documents e.g.. SP files, Vacancy files and Tender Documents, complying with registry regulations and sound office administration skills.

**Key Competencies:** \* Ability to read, write and communicate in English.\*Computer literacy.\*Confidentiality.

### **DEPARTMENT OF COMMUNITY SERVICES**

#### **LAW ENFORCEMENT**

##### **TRUCK DRIVER**

**Salary Scale:** R 139 231.21 – R 157 634.41 per annum (Post level 10)

**Requirements:** \*Grade 8. \*Ability to read and write. \*Code C1 Driving License +PrDP. \*At least four years driving experience.

**Responsibilities:** \*To drive heavy vehicle for the council to achieve its objective of ensuring safety within the municipality for impoundment of stray animals on the public roads.

**Key Competencies:** \*Ability to read and write. \*Driving skills. \*Good communication skills.

## **E-NATIS/S CLERICAL ASSISTANT/CASHIER**

**Salary Scale:** R 164 630.10 – R 190 757.46 per annum (post level - 09)  
**Requirements:**\*Grade 12.\*Relevant post school qualification e.g. Diploma/ E-natis user.\*No Criminal Record, At least four years experience.

**Responsibilities:**\*Responsible for changeover of driver's licenses and professional driver permit on computer to the card type licenses.\*Posting and listing of application forms to prodiba \* Responsible for the daily cashing up of the income generated.\*Issuing and filing of learners licenses, drivers licenses, certificate of fitness, professional drivers permits, roadworthy certificates, instructors registration certificates, operators certificates, temporary and special permits.

**Key Competences:**\*Effective communication with the Provincial and National Departments Computer literacy is a strong recommendation.\*Good personality to communicate with the consumers and member of the public.\* To be able to work with money.

### **DEPARTMENT: BUDGET AND TREASURY** **SUPPLY CHAIN MANAGEMENT**

#### **CLERK: STORES**

**Salary Scale:** R195 569.50 – R 215 976.80 per annum (post level 8)

**Requirements:** \*Grade 12 or NQF level 4 and a post matric qualification or near completion ,e.g. Municipal Finance Certificate or equivalent . \*Computer literacy. Four years' relevant experience.

**Responsibilities:** \*Co-ordinates and performs specific activities/tasks associated with controlling the receipting, storage and utilization of items/materials to/from the store. Receives deliveries according to orders and delivery notes and verifies for correctness. \*Ensure that procedures are according to stock codes and regulations. \*Mark all assets received at stores and updates electronic system. \*Receiving of requisitions and issues according to the requirements as prescribed after e-works requisition scrutinised for correctness. \*Complete stock figures on re-order notes and forward to controller for approval.

**Key competencies:** \*Must be able to work under pressure. \*Communication skills. \*Knowledge of stores & procurement.

#### **CLERK: ACQUISITION**

**Salary Scale:** R195 569.50 – R215 976.80 per annum (post level 8)

**Requirements:** \*Grade 12 or relevant NQF level 4 and a post matric qualification or near completion ,e.g. Municipal Finance Certificate or equivalent, with at least four years relevant experience. \*Computer literacy (Ms Word, excel).

**Responsibilities:** \*process new supplier information referring to registration forms, maintaining data base records and checking contractors/suppliers are in procession of updated tax registration and clearance certificates through requests for submission. Maintain "Bids" register and preferential procurement information, extracting reports detailing Bids over specific values, awards and forwarding to the immediate superior for approval. \*Ensure escalation invoices are charged and calculated correctly according to the tender and Seifsa Scales.

**Key competencies:** \*interpersonal and people skills. \*Communication skills. \*Report writing skills and attention to details.

## **FINANCIAL CONTROL**

### **DATA CAPTURER**

**Salary Scale: R195 569.50 – 215 976.90 (post level 8)**

**Requirements:** Grade 12.\*Local government Accounting (National Qualification Level 3). \*Computer literacy. Four years relevant experience.

**Responsibilities:** To capture the timesheets on a monthly basis. \*To open new votes for budget on the system as requested by budget & reporting office. \*To register new company or suppliers on the financial database as requested by supply chain management section. \*To process payment to suppliers as requested by expenditure section. \*To process journals on the system for financial statements purposes. To process new tariff changes on the system.

**Key Competencies:** Computer Literacy. \*MS Office Applications. \*Communication skills.

## **REVENUE**

### **CASHIER**

**Salary Scale: R 164 630.10 – R 190 757.46 per annum (Post level 9)**

**Requirements:** \*Matric and a post matric qualification or near completion, e.g. Municipal Finance Certificate or equivalent No criminal record \*Four years' relevant experience. \*Customer service Training and Experience. \*Computer Literacy.

**Responsibilities:** \*Revenue collection. \*Selling of prepaid electricity. \*Processing bank payments transaction. \*Daily banking and filling of daily receipts. \*Safe handling of cash. \*Be able to handle pressure.

**Key competencies:** \*Interpersonal and people skills. \*Good organisational skills. \*Communication skills. \*Customer service skills.

## **SENIOR CLERK: CUSTOMER CARE**

**Salary Scale: R 216 527.63 – R 244 345.99 per annum (post level 7)**

**Requirements:** Grade 12/NQF Level 4 and a post matric qualification e.g. Municipal Finance Certificate or equivalent . . Knowledge of customer management, Municipal policies on debt and credit control as well as revenue collection. At least four years' relevant experience.

**Responsibilities:** To perform specific administrative and accounting procedures involving the customer care services and general support to the specific functionalities; capturing and processing of data and information; attending to enquiries and providing general administrative/ clerical support to ensure transactions are accurately processed and laid down procedural instructions/ guidelines are complied with. Perform any other related duties as instructed by supervisor.

**Key Competencies:** Computer literacy. Bilingual .Good people's skills (communication)  
Accounting background.

## **SENIOR CLERK: CASHIERS**

**Salary Scale:** R 216 527.63 – R 244 345.99 per annum (post level -7)

**Requirements:** \*Grade 12 with Accounting or NQF Level 4 and a post matric qualification or near completion, e.g. Municipal Finance Certificate or equivalent ..\*Minimum four years relevant experience.

**Responsibilities:**\*Co-ordinate activities and procedures associated with direct supervision and monitoring of personnel and services by communicates policy, decisions and relevant information to ensure that the sections functions and performs in synchronisation with other sections to achieve a common goal. \*Controlling and checking cashiers by counting banking deposit and signing cashiers register and deposit books. \*Responsible for safekeeping of banking deposits before collection by cash in transit company. \*Print cashier summaries and receipt listings for previous day and compile daily receipting journal. \*Maintain and control post-dated cheque register.

**Key competencies:** \*Communication and supervisory skills. \*Computer literacy. \*Accuracy and Attention to detail. \*Interpersonal skills.

## **TECHNICAL SERVICES CIVIL ENGINEERING**

### **BUILDING MAINTENANCE**

#### **ARTISAN BRICKLAYING**

**Salary Scale:** R 216 527.63 – R 244 345.99 per annum (post level - 7)

**Requirements:**\* Grade 10. \*Training in one or more of the building trades.\* Code 10 driver's license with PrDP. \*Able to read building plans. \*Minimum four years relevant experience.

**Responsibilities:**\*Construction of concrete channels, storm water manholes, wing walls by making use of hand tools and materials in order to create an effective storm water system. Supervises Service Workers and Machine Operators on site to ensure completion of tasks as instructed by supervisor. Render a repairs and maintenance service regarding carpentry and buildings. \* Installs or repairs tilling, puts up shelving, notice boards and fences. \*Perform any other related duties as instructed by supervisor.

**Key Competencies:** \*Communication and interpersonal skills. \*Attention to details.

#### **ARTISAN CARPENTER**

**Salary Scale:** R 216 527.63 – R 244 345.99 per annum (post level - 7)

**Requirements:**\* Grade 10.Trade diploma/certificate Artisan. Code 10 drivers license with PrDP. Minimum four years relevant experience.

**Responsibilities:** \*Repair all carpentry and joinery work. \*Repair roof structures. Repairs doors, windows, built in cupboards and roof leaks. \*Working as team leader/supervisor.

**Key competencies:** \*Communication and interpersonal skills. \*Attention to details.

## **ARTISAN PAINTING**

**Salary Scale:** R 216 527.63 – R 244 345.99 per annum (post level - 7)

**Requirements:**\* Grade 10. \*Trade diploma/Certificate Artisan. \*Code 10 driver's license with PrDP. \*Minimum four years relevant experience.

**Responsibilities:** \*Ordering paintings (correct code). \*Painting masonry carpentry or steel work. \*working as a team leader/supervisor.

**Key competencies:** \*Communication and interpersonal skills. \*Leadership skills. \*Must be able to handle stress.

## **HANDYMAN**

**Salary Scale:** R 122 260.75 – R 135 825. 50 per annum (post level -11)

**Requirements:** \*Grade 12. Minimum three years relevant experience. \*Code 10 Drivers license with PrDP.

**Responsibilities:** \*Control material in store room. \*Deliver/receive document from other section. \*Inspection machines/plant with operators daily. \*Must be able to work on weekend when needed. \*Must be able to priorities.

**Key Competencies:** \*Must be able under pressure. \*Must be physically fit. \*Communication skills.

## **ROADS AND STORM**

### **TEAM LEADER STORM WATER**

**Salary Scale:** R 139 231.21- R 157 634.41 per annum (post level- 10)

**Qualifications:**\*Grade 12.or NQF 4. \*Code 10 drivers licence plus PrDP.\*At least three years' experience in road construction.

**Responsibilities:**\*Supervise construction and maintenance of storm water system on tarred road by ensuring from the start to the completion that the construction and maintenance of storm water manholes is done properly.\*Loading, organizing tools and equipment's by supervising and helping to fetch the material from stores. \*The ability to operate heavy vehicle or other specialized machine.\*

**Key Competencies:**\* Basic knowledge of safety requirements. \*Must have a writing skills.\*Driving skills.

## **MECHANICAL WORK SHOP**

### **ASSISTANT MECHANIC: LIGHT VEHICLE PETROL x2**

**Salary Scale:** R 122 260.75 – R 135 825.50 per annum (post level 11)

**Requirements:**\* Grade 10. \*N2 plus trade test. \*Qualified motor mechanic. At least three years relevant experience in petrol driven motors. \*Code 10 driver's license plus PrDP.

**Responsibilities:** \*To perform maintenance and repairs on council fleet by checking oil levels, electronic components and breaking devices or replacing defective parts. \*Checking the status of hydraulic driven mechanisms and communicating any malfunction to the immediate supervisor. \*Attend to all breakdowns, from hydraulics mechanical, electrical and accidents. \*Perform any other related duties instructed by supervisor.

**Key competencies:** \*Communication and interpersonal skills. \*Attention to details.

## **ASSISTANT MECHANIC: DIESEL**

**Salary Scale:** R 122 260.75 – R 135 825.50 per annum (post level 11)

**Requirements:** \*Grade 10. \*N2 plus trade test. \*Qualified motor mechanic. \*At least three years relevant experience in Diesel and petrol driven motors as well as Heavy Duty Plant. \*Code 10 driver's license plus PrDP.

**Responsibilities:** \*To perform maintenance and repairs on council fleet by checking oil levels, electronic components and breaking devices or replacing defective parts. Checking the status of hydraulic driven mechanisms and communicating any malfunction to the immediate supervisor. \*Attend to all breakdowns, from hydraulics mechanical, electrical and accidents. \*Perform any other related duties instructed by supervisor. \*Driving and testing vehicles to assess operating functionality and safety.

**Key competencies:** \*Communication and interpersonal skills. \*Attention to details.

## **ASSISTANT WELDER**

**Salary Scale:** R 122 260.75 – R 135 825. 50 per annum (post level -11)

**Requirements:** \*N2. \*NQF Level 3. Three years' relevant experience. Code EC1 Driver's license plus PDP.

**Responsibilities:** \*planned and predictive welding of council fleet, welding, cutting and brazing on plates, sheets and blade on light and heavy plant (earth moving)

**Key Competencies:** \*Communication skills and \*interpersonal skills.

## **TECHNICAL SERVICES ELECTRICAL ENGINEERING:** **( OHS, NETWORK& DESIGN)**

### **ARTISAN ASSISTANT**

**Salary Scale:** R 122 260.75 – R 135 825.50 per annum (post level 11)

**Qualifications:** Grade 10 and basic knowledge of electricity. \*Be able to speak and write English.\* At least three years' experience in the electrical field.\* Must be able to perform standby duties.

**Responsibilities:** Assist the electrician for general maintenance of the electrical system.\*Be able to work on heights.\* High tension cable maintenance: Digging to find faulty cable and closing up trench.\* Assist artisan in repairing faulty cable.\* Assist Artisan in overhead line installations and repairs.\* Preparing the earth for earthing.\* Excavation of pole holes: Load and offload of material (poles, tools & equipment).\* Planting of poles.\* Trenching for cables.\* Perform any other related duties as instructed by supervisor.

**Key competencies:** Communication skills. Must be able to work under pressure.

## **GENERAL WORKMAN: STREET LIGHT ATTENDANT x3**

**Salary Scale:** R139 231.21 – R 157 634.41 per annum (post level 10)

**Requirements:** \*Grade 10, N3 Electrical, ORHVS 1-4 & 7.& Code EC(14) with PrDP \*Valid crane truck Operating Certificate.\* At least three years relevant experience.

**Responsibilities:** \*Crane truck driving and operating cherry picker.\*Assisting electrician in electrical installations of buildings.\* Perform any other related duties as instructed by supervisor.\*Replacing of lamps and streetlights fittings.

**Key competencies:** \*Good communication skills. \*Attention to details. \*Must be able to work under pressure.

## **VUWANI REGIONAL OFFICES**

### **COMMUNITY SERVICES: LICENCING**

#### **EXAMINER GRD L**

**Salary Scale:** R139 231.21 – R 157 634.41 per annum (post level 10)

**Requirements:**\*Grade 12.\*Basic Diploma for Examiner of driving licences- Grade L.\* At least three years relevant experience.\* Valid Driver's licence Code B.

**Responsibilities:**\*authorising and issuing of PrDP.\* Conducting tests for learners licenses.\* Conducting eye tests for learners and drivers licence

**Key Competences:**\*Good communication skills.\*Service delivery innovation.\* Community orientation and customer care service.\* Basic computer literacy.

## **CORPORATE SERVICES**

### **CLERK RECORDS**

**Salary Scale:** R195 569.50 – R215 976.80 per annum (post level 8)

**Requirements:** \* Grade 12/NQF Level 4. Certificate in Records Management. \* At least four years' relevant experience in Records Management. \*Knowledge of MS Office Applications.\*Computer literate.\*Confidentiality.\* Drivers licence will be an added advantage.

**Responsibilities:**\*perform all duties related to records and HR office. Co-responsible for senior duties generic to registry offices comprising of amongst others distributing, keeping registers, accurate filling of documents i.e. SP files and vacancy files. \*Complying with registry regulations and sound office administration skills.

**Key Competences:**\*Sound office administration skills.\*Computer skills. \*Communication skills.

## **SWITCHBOARD OPERATOR**

**Salary Scale:** R 164 630.10 – R 190 757.46 per annum (post level - 09)

**Qualifications/Requirements:**\*Grade 12 and Certificate: Telephone Etiquette, Four years experience and knowledge of working as a Switchboard Operator will serve as a recommendation.\*Computer literacy.

**Responsibilities:**\*To effectively attend to incoming calls and direct them accordingly.\*To attend to telephone enquiries by members of the public requesting information pertinent to services rendered in such a manner that a high level of customer satisfaction is realized.

**Key Competencies:** \*Excellent Communication skills.\* Interpersonal skills.

## **FOREMAN: ROADS AND STORM WATER x 2**

**1x Dzanani Regional Office and 1x Vuwani Regional Office**

**Salary Scale:** R195 569.50 – R215 976.80 per annum (post level 8)

**Requirements:** \*Grade 12 or NQF Level 4. \*Certificate in roads and civil works. Code EC1 Drivers licence +PrDP. \*At least four years' experience in road construction and maintenance.

**Responsibilities:**\*Supervise construction and maintenance of storm water system on tarred road by ensuring from the start to the completion that the construction and maintenance of storm water manholes is done properly.\*Loading, organizing tools and equipment's by supervising and helping to fetch the material from stores.

**Key Competencies:**\*The ability to operate heavy vehicle or other specialized machine.\* Basic knowledge of safety requirements.\*Driving skills.



**DZANANI REGIONAL OFFICE**

**COMMUNITY SERVICES**

**FOREMAN WASTE MANAGEMENT CONTROL X2**

**1x Dzanani Regional office and 1x Vuwani Regional office**

**Salary Scale:** R195 569.50 – R215 976.80 per annum (post level 8)

**Requirements/Qualifications:**\*Grade 12/ NQF Level 4 or equivalent qualification in waste/environmental management. Four years' experience in waste/environmental management. \*Code 10 with valid PrDP.

**Responsibilities:**\*Minimise pollution to environment.\*Investigating complaints received in respect to illegal disposal of waste and writing of reports and issuing notices.\*Inspection of waste disposal site. \*Organise cleaning campaigns in respect to illegal disposal of waste by arranging awareness and education campaigns/ programmes and removal operations.\*Supervising waste management personnel, vehicles and equipment.

**Key Competencies:**\*Attention to detail.\* Communication skills.

For more information contact **MAKHADO MM @ 015 519 3225**

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

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

If no response is received from Makhado Local Municipality within 90 days after the closing date, it must be regarded that your application has not been successful.

**Publication Date: 29/10/13 & 01/11/13**

**Closing Date: 14 NOVEMBER 2013**

**Notice No.: 158/2013**

**File No.: 5/3/B**

**MUNICIPAL MANAGER  
IP MUTSHINYALI**