



## MAKHADO LOCAL MUNICIPALITY

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

### DEPARTMENT OF CORPORATE SERVICES

#### HUMAN RESOURCES

##### **1X PAYROLL OFFICER (Ref: 5/3/4/2/60)**

**Salary Scale:** R420 295.14 – R464 194.60 per annum (post level 05)

**Requirements:**\*Grade 12. \*B Degree/National Diploma in Commerce/Pay roll or equivalent qualifications. \*Certificate in VIP payroll system shall add advantage.\*At least 3 Years related experience.

**Key Performance Area:** \* Ensure that all pay roll transactions are processed efficiently \*Ensuring that payments to employees are verified and approved\* Checks the earning and deduction input on the various payrolls\*Checks PAYE monthly, finalizes IRP 5, balancing of PAYE for final assessment by SARS and assist in SARS Audit\*Makes necessary changes to the program with regards to amendments made by SALGA, software suppliers, etc.\*Ensure that all employees receive their salaries on time and certified correct by checking and authorizing payment voucher as well as weekly and monthly wages.

**Key Competencies:** Interpersonal skills\*Communication skills\*Supervisory skills and Managerial skills.

### DEPARTMENT OF BUDGET AND TREASURY

#### REVENUE

##### **ACCOUNTANT: BILLING PROPERTY RATES AND CLEARANCES (Ref: 5/3/4/3/97)**

**Salary Scale:** R420 295.14 – R464 194.60 per annum (post level -5)

**Requirements:** Grade 12 \*B-Degree/National Diploma majoring in Accounting. **At least 3 years relevant experience.**

**Key Performance Area:** \*Control and administer the meter administration in order to ensure accurate accounts\* Reconciliation of all revenue including Licensing and traffic transactions.\*Supervision of Installation of conventional meters as well as prepaid meters \*Supervision over the importation of readings from the service provider.\*Implementation of tariff structure as approved by council in the billing system.\*Controlling and checking the finalization of closed accounts.\* Completing the meter reading stats report to evaluate the meter reading accuracy and reading stats report to evaluate the accuracy and reading percentage to determine monitoring and penalties in terms of the SLA

**Key Competencies:** \*Ability to act independently. \*Good human relations to interact with personnel and public. \*Financial Management skills. \*Analytic and strategic thinker.

### BUDGET AND FINANCIAL REPORTING

**1 x ACCOUNTANT: FINANCIAL REPORTING (Ref: 5/3/4/3/77)**

**Salary scale:** R420 194.60 - R464 194.60 per annum (Post Level 5)

**Requirements:** \*Grade 12. \*B Degree/National Diploma in accounting or equivalent with accounting (NQF Level 6). \*Computer literate. \***At least 3 years relevant experience.**

**Key Performance Area:** \* To compile monthly/quarterly/yearly financial statements of the municipality to reflect financial performance and position of the council to all stakeholders \*Provide internal and external financial management support \*Update the caseware file, making of accounts and importing from munsoft to caseware \*To maintain the general ledger and vote structure to support GRAP and financial reporting standards and regulations \*To assist in managing cash flow and investment of the municipality \*To verify, administer and process financial data in the financial system \*To ensure performance, integrity and security of financial database

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

**1 x ASSISTANT ACCOUNTANT BANK RECONCILIATION AND CASH FLOW Ref: (5/3/4/3/48)**

**Salary Scale:** R371 355.41 – R410 043.07 per annum (Post level 6)

**Requirements:** \*B-Degree/National Diploma in Accounting \***At least 2 years related experience** \*Computer literacy \*Valid Code B Driver's License.

**Key Performance Area:** \*Amongst others the incumbent will be responsible for assisting Accountant Bank Recons & Cash flow in the following: \*In performing bank reconciliation of Council's bank accounts \*Receive cash flow report on all spending \*Consults directorates/department heads in respect of expected cash flow (Capital Expenditure, etc.) \*Submits Cash flow statements monthly to the Treasury Management Team, Council and National Treasury \*Capturing new investments and calculate interest received \*Update Investment Register to reflect current position \*Manages investment portfolio \*Maintain a register reflecting all investments specifying purpose of investment, institution where invested, interest rate, interest earned, type of investment, balance, and vote allocations for capital and interest earned \*To communicate with regional administrators to ensure that money collected are captured and banked on time. \*To rotate with regional offices to ensure that all money received are being captured on the financial system to avoid reconciled items

**Key Competencies:** \*Interpersonal and people skills \*Communication skills \*Report writing skills and attention to details.

**EXPENDITURE**

**1X ACCOUNTANT: SALARIES (Ref: 5/3/4/3/68)**

**Salary Scale:** R420 295.14 – R464 194.60 per annum (post level 05)

**Requirements:**\*Grade 12. \*B Degree/National Diploma in accounting or Equivalent (NQF Level 6). \*Certificate in VIP payroll system shall add advantage. \*At least 3 Years related experience.

**Key Performance Area:** \*Issue supervision and instructions to subordinates\*Ensuring that payments to employees are verified and approved\* Checks the earning and deduction input on the various payrolls\*Checks PAYE monthly, finalizes IRP 5, balancing of PAYE for final assessment by SARS and assist in SARS Audit\*Makes necessary changes to the program with regards to amendments made by SALGA, software suppliers, etc.\*Ensure that all employees receive their salaries on time and certified correct by checking and authorizing payment voucher as well as weekly and monthly wages.

**Key Competencies:** Interpersonal skills\*Communication skills\*Supervisory skills and Managerial skills.

**1X ACCOUNTANT: ACCOUNTS PAYABLE (Ref:5/3/4/3/107)**

**Salary Scale:** R420 295.14 - R464 194.60 per annum (Post Level 05)

**Requirements:** \*Grade 12. \*B Degree/N Diploma in accounting or equivalent with accounting Minimum 3 years relevant experience. \*Computer literate.

**Key Performance Area:** \*Verify and authorize expenditure allocations and compliance with policies. \*Match creditor invoices to payment vouchers. \*Authorise payment vouchers. \*Approves requisitions, petty cash, journals and insurance claims. \*All control accounts are reconciled by the 15<sup>th</sup> of each month. \*Ensures that all relevant reconciliation is done monthly. \*Ensure that all entries in the ledger and all entries on the bank statement have been accounted for on the reconciliation statement when bank reconciliation are completed and checked by the 10<sup>th</sup> of each month. \*Compiles expected cash flow statement on monthly basis for full financial year using the budget.

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

**SUPPLY CHAIN MANAGEMENT**

**1 x Accountant: Supply Chain Practitioner Contract Management – Ref: (5/3/4/3/57)**

**Salary Scale:** R420 295.14 – R464 194.60 per annum (post level 05)

**Requirements:** \*Grade 12 \*B-Degree/National Diploma in Commerce/Business Management/Supply Chain Management/Accounting/Logistics \*At least 3 years relevant experience in supply chain performance management \*Knowledge of MFMA and Treasury Regulations \*A Valid code B driver's licence \*Computer literate

**Key performance areas:**\*Drafting of contracts and service level agreement \*Perform contractual and general administrative duties as required by the unit \*Manage contract administration and the contract database/register \*Conduct supplier performance assessment consultation with project managers and collection of contract and supplier performance information as well as verification of the completeness of supplier performance register \* perform all contractual related matters including terms and conditions of specifications/terms of reference/notices/amendments and exit provisions \*Report to Manager: Supply Chain Management

**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: Development Planning**

**1x IDP OFFICER Ref: (5/3/4/9/10)**

**Salary Scale:** R 420 295.14 – R 464 194.60 per annum (post level 5)

**Requirements:** \*Grade 12 \*Diploma in Management or Equivalent \*Minimum 3 years relevant experience\* A valid Code B driver's License

**Key Performance Area:** \*Provide inputs and generating aspects that should be including in the organizational strategic plan (IDP) during the IDP review process \*Responsible for the coordination and implementation of IDP process \*Ensure that performance indicators and targets are reflected in the IDP base on Operational Service Delivery plans of departments \*Establish and maintain community consultation and participation structures and forums \*Align IDP with District, Provincial and National

initiatives \*Ensure all Managers in the Municipality are trained in PM principles and techniques \*Ensure the adoption and approval of IDP \* Perform an annual review process of IDP and draft revised IDP \*Compilation of business plans to obtain funding for current and new projects in the five developmental areas of the Municipality \*Compilation of agendas and minutes of forum and other related community participation meetings

**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: Technical Services**

### **Electrical Engineering: Maintenance & Operations**

#### **1 x SUPERINTENDENT: METERING (Ref: 5/3/4/5/32)**

**Salary Scale:** R 420 295.14 – R 464 194.60 per annum (post level 5)

**Requirements:** \*Grade 12 or NQF Level 4 \*N6/National Diploma in Heavy Current Electrical Engineering \*Valid ORHVS certificate and Qualified Electrician \*LV regulation certificate (3PH wireman's licence) \*Computer literacy \*Must be able to perform senior standby duties \*Minimum of 3 years' relevant experience \*Must be healthy person \*Valid Code C1 Drivers' License.

**Key Performance Area:** \*Supervise the maintenance of electrical network systems, metering devices, LV/MV and HV metering equipment. \*Supervise the construction and installation of new or upgrade metering electrical networks, substations, transformers, distribution and metering panels. \*Inspect the electrical conditions of installations for planned maintenance \*Random inspections of work where contractors and staff have been working and also ensure that all safety procedures have been followed \*Determine what future work is required in order to ensure properly maintained Council metering networks. \*Responsible for revenue enhancement and energy losses \*Liaise other with supply authority, local customers, other departments and public as required \*Responsible for the control and safe execution of all HV systems switching operations in accordance with switching and operating regulations.

**Key Competencies:** \*Be able to deal with emergencies \*Be able to plan properly and amend the operational plan \*Systematic approach to things as they come to solve them in an acceptable manner.

## **DZANANI REGIONAL OFFICE**

### **Traffic and Licensing Section**

#### **1 x CHIEF TRAFFIC LICENSING OFFICER REF: (5/3/4/2/8)**

**Salary scale:** R499 789.41 –R525 103.58 per annum (post level 04)

**Requirements:** Grade 12 \*B Degree in Transportation/ITO111 Diploma: Traffic Management \*Computer literate \*Knowledge of Project Management and Performance Management will be an added advantage \*Valid Driver's Licenses, Code EC, A \*8 years in Traffic/Licensing and Testing of which 3 years at supervisory level \*No criminal record.

**Key Performance Area:** \*In order to ensure acceptable levels of quality and performance are maintained \*General maintenance standard monitored and appropriate corrective measures executed \*Supervision and monitoring of personnel, services and the status/ general condition of the Traffic section, by: \*Ensuring that employees are familiar with performance standards \*Implementing corrective and motivational action \*Conduct functional meetings with immediate subordinates \*Allocating work to reporting staff \*In order to ensure the performance of activities and productivity to enable the unit to meet its service delivery objectives, plan, manage and co-ordinate the performance of administrative and human resources related activities, by: \*Verifying and completing time sheets of reporting staff by

inspecting and recording normal hours and overtime worked \*Verifying and recommending applications for leave for authorization by supervisor \*Verifying and authorizing vehicle log sheets completed by reporting staff \*Compiling stand-by lists and duty and leave rosters

\*Addressing reporting staff grievances and referring relevant grievances to supervisor

Control over expenditure and income of the various sections by means of policy and budget management strategy, by: \*Manages and controls income and expenditure according to approved budget \*Utilize staff and equipment to optimal productivity \*Budgeting for all traffic stationary and TCS contract \*Controls allowances and favours with traffic offences and representation \*Compile inputs for the capital and operations budget for the section

**Key Competencies:** “Self-discipline \* Interpersonal skills \*Attention to details \*Leadership skills.

### **1 x Senior Licencing Officer - Ref: (5/3/4/7/10)**

**Salary scale:** R371 355.41 – R410 043.07 per annum (post level 06)

**Requirements:** \*Grade 12 \*Diploma in Public Administration/Management \*Computer literacy \*A Valid Code B Driver’s License \***minimum 2 years relevant experience**

**Key performance areas:**\*Supervision of the staff reporting to him/her within the Registering Authority \*Allocation of duties to reporting staff within the Registering Authority \*Checking of the work performed by reporting staff \*Compilation of weekly and monthly reports \*Keeping various Registers for various Transactions within the Registering Authority \*Ensuring compliance by reporting staff with the eNaTIS Security Policy, National Legislation/Council Policies/By-laws and internal procedures \*Ensuring availability of all required materials and equipment at all times for the smooth running of the Registering Authority \*Communication and liaison with external and internal Stakeholders to identify the training needs \*Reporting of any illegal activity taking place within the Registering Authority to the Chief Licensing Officer \*Resolution of problems reported to him/her by members of the public/clients and reporting staff \*Resolution of administrative queries within reasonable standard time lines \*Report to Chief Traffic Licensing Officer

**Key Competencies:** \*Attention to details \*Good communication skills \*Managing Stakeholder Relations \*Able to work under pressure, within a team and within set time limits

***NB: ALL SUCCESSFUL CANDIDATES WILL UNDERGO BACK GROUND 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.

For more information contact Manager Human Resource Mr Dagada N 015 519 3225 or Hlangwane F.S 015

519 3127 or Muofhe A.P 015 519 3121

**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)

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 19 & 20 November 2019**

**Closing Date: 17 January 2020**

**Notice No: 153/2019**

**File No. 5/3B**

