



MAKHADO MUNICIPALITY

Tel: (015) 519 3000 Fax: (015) 516 1195 Private Bag X2596 Louis Trichardt 0920

DEPARTMENT: DEVELOPMENT AND PLANNING

SECRETARY: OFFICE OF THE DIRECTOR DEVELOPMENT AND PLANNING (RE-ADVERTISEMENT)

Salary Scale: R135 714.48 – R 157 252.92 (post level - 9)

Qualifications/Requirements: * Grade 12 and National Diploma in Secretarial* Experience in Office Administration.

Responsibilities: *Provide a secretariat service to the Director in making all arrangements for meetings, notification, venue, refreshments, stationery, presentation aids and taking of minutes.*Planning and organizing the workflow from the Director's Office.*Scheduling, confirming and updating the diary of the Director and indicating priority/urgent meetings which must be attended.*Write requisition – and order documents for payment of accommodation and travelling arrangements.*Types and obtain approval or comments and distribute tender documents, tender reports, budget reports and financial statements.*Perform general administrative and related duties.

Key Competencies: *Computer skills (Word, Excel, Power Point & Internet). *Time management. *Planning skills. *Communication skills. *Typing skills. *Report writing Skills. *Interpersonal skills. *Computer literacy will serve as a strong recommendation.

MANAGER: LED

Salary Scale: R356 069.28 (Fixed per annum)

Qualifications/Requirements: *3 year degree/diploma in Economics with the minimum of 3 years experience in Local Economic Development in Local Government environment. Valid Code 08 Driver's license. *Good understanding of strategic planning.*At least three years in Senior Management will be an added advantage.*Project Management Skills.*Ability to communicate with different spheres of Government).*Knowledge and understanding of the Local Government Environment and Applicable Legislation.*Computer Literacy plus a Valid Driver's License.

Responsibilities: *Developing Standards for performance or instructing reporting Staff in order to ensure Standardisation of Performance levels and operations.*Directly responsible for the IDP planning and Coordinating process by setting up systems and processes to ensure community and Stakeholder participation in processes.*Manage and co-ordinate Local and Tourism activities. Facilitate the creation of an enabling environment for LED and Tourism within Makhado municipal area. Responsible for the overall management of the Local Economic Development and the performance of the divisional staff. Formulate, implement and manage LED and related strategies and policies. Responsible for the review of the LED strategy. Promote and stimulate mining, tourism, manufacturing and SMMEs development within the municipal area. Facilitate the creation of jobs in the key economic sectors of the area. Monitor and measure the division's performance against the SDBIP in order to ensure achievement of the municipality's objectives and targets. Compile and manage the divisional budget.

Key Competencies: *Excellent networking skills and the ability to work in a team. Strong people management skills.*Planning and decision making skills. Ability to display adequate understanding of NSDP, LEGDP, Spatial Rationale, Local Economic Development Strategies and SDFs. Advanced computer literacy. Key development issues and challenges facing South Africa. Key LED legislations and policies. Effective verbal communication. Excellent report writing skills. Excellent interpersonal and facilitation skills which include negotiation and conflict management. Ability to manage staff. Must be able to work diligently and carry out duties accurately and within specific time frames. The successful candidate will report directly to the DDP.

BUILDING INSPECTOR (2 posts)

Salary Scale: R206 590.68 – R228 113.16 (post level -06)

Qualifications/Requirements: National Diploma in Building Science/Building Management or civil Engineering .Valid Code 08 Driver's license. Advanced computer literacy. Excellent interpersonal and facilitation skills which include negotiation and conflict management. Effective verbal communication.

Recommendations: Extensive knowledge on interpretation of National Building Regulations, SABS Codes of Practice, Occupational Health and Safety Laws and construction methods.

Responsibilities: Routine inspections of residential, business or industrial constructions processes in line with the requirements of the National Building Regulations and Building Standards Act 103 of 1997, municipal town planning scheme, 2009 and other council policies. Assist with the design and drawing of municipal (small structure) plans for new buildings or renovations. Prevent illegal construction (without plan approval) by issuing notices. Prevent illegal dumping of building rubble by issuing notices and fines. Provide onsite assistance and advice prior plan submission. Inspection of PHP and RDPs.

COMMUNITY SERVICES DEPARTMENT

CHIEF TRAFFIC OFFICER x 2

(Makhado and Vuwani)

Salary Scale: R278 040.48 – R292 123.08 (post level - 4)

Qualifications/Requirements: Grade 12.*Basic National Diploma in Traffic.*At least four years relevant experience in traffic field.

Responsibilities:*To coordinate activities and procedures associated with direct supervision and monitoring of personnel. *Plans and manage the activities of the station. *Plans and manage utilization of stations resources. *Plan manage and coordinate the performance of the administration of the station and Human Resources of the station. *To control over expenditure and income of the station budget by means of Policy and Budget Management Strategy. *Educate and train public to enhance traffic law enforcement adherence. *Manage and ensure that officers are equipped with proper clothing; books; vehicles and accessories. *Oversee the safety of the employees. *Attends to public complaints.

Key Competences: *Ability to independently and in consideration of deadlines and resource availability, plan, organize and prioritize work activities to meet program mandate. *Identify, assess and/or resolve issues and conflicts with people such as violators, complainants, and stakeholders.

ASSISTANT LIBRARIAN X 1 (Makhado)

Salary Scale: R114 776.64 – R129 947.52 (post level - 10)

Qualifications/Requirements: *Grade 12.*Degree or Diploma in Library and Information Science. *Minimum of two years working experience in Public Library. *Computer Literacy *Valid Driver's License will be an added advantage.

Responsibilities: *Shelving of Library materials.*Cataloguing and Classification of Library Materials daily statistics of Library Users.*Performing all other counter and reference duties. *Report to Senior Assistant Librarian.

Key Competencies: *Interpersonal and people management skills.*Good organisational, communication, report writing and customer service skills

TRAFFIC OFFICERS (8 posts)

(Vuwani/ Dzanani/Makhado)

Salary Scale: R114 776.64 - R129 947.52 (post level: 10)

Qualifications/Requirements: *Grade 12.*Basic Diploma for Traffic Officers.*Diploma as Examiner of Driving Licenses and/or Examiner of Motor Vehicles will be a strong recommendation. *At least 2 years experience in this field. *Valid driver's license.

Responsibilities: *Law enforcement.*Emergency support services.*Serving of summons to offences to offenders. *Conduct scholar patrol and other related campaigns.

Key Competencies: *Knowledge of local languages.*Good communication skills.*Ability to ensure compliance to the by-laws, road traffic and all related regulations.

POUND RANGERS (4 posts)

(Makhado Traffic)

Salary Scale: R65 721.48 – 71 255.40(post level 15)

Qualifications/Requirements: Grade 10, Ability to read and write, be physically fit and Healthy to be able to run, be able to ensure compliance with Council By-Laws.*Be in possession of at least a valid code "C1" unendorsed Driving License will serve as an advantage

Key Performance Areas: *Removal of stray animals from the public roads, Removal of illegal advertising material and ensuring compliance with the Council By-Laws, impoundment of stray animals found on public roads in terms of Pounds Act and its Regulations.*Removal and confiscation of goods illegally displayed on Council land and property.*Patrolling the Municipal parks.*Performing any other relevant function to be assigned to them by Supervisor.

Key Competencies: *Ability to work independently and under pressure be prepared to work standby duty and over time, multi-lingual including the local languages, have good interpersonal skills.

TECHNICAL SERVICES DEPARTMENT

ARTISAN BUILDING

(Vuwani Regional Office)

Salary Scale: R178 496.76 – R201 429.12 (post level -7)

Qualifications/Requirements: NQF level 4 or Trade Tested Artisan in the civil/building field will serve as an advantage*A minimum of two (2) years in building field or related field.*Knowledge and understanding of building policies and legislation.

Responsibilities: The successful candidate will be responsible for the following functions: *Compile, update and manage the buildings.*Manage the process of information with regard to building plans and train community-based members assisting with this function, handle disputes and daily queries in line with applicable legislation.* Conduct site inspections and update Ervin files.* Collect data for monthly reports and up-date filing in the section.*Keep records for transport and ensure drivers comply with official trip authority.

Key Competences: *Communication skills

ROADS MAINTENANCE CARETAKER (1 post)

(Vuwani Region)

Salary Scale: R178 496.76 – R201 429.12 (post level - 07)

Qualifications/Requirements: *NQF Level 4 or Trade Tested Artisan in the civil construction/ building field.* Code EC1 Drivers License with 3 years experience.

Responsibilities: *Communicating work sequences from work orders/ plans to construction personnel (Operators; General Workers; etc.) on site and determining the signage and safety signal controls necessary to accommodate traffic and pedestrian flow.*Visit work sites and communicating with personnel (Operators, etc) to ascertain progress and, determining constraints/ complex problems requiring technical/ specialist intervention and implementing corrective measures.*Participating in the induction programme and, providing "on the job" training for new recruits to the department.*Addressing workplace conflict/ conduct through the consultative processes and implementation of specific disciplinary procedures. *Investigate accidents/ incidents on site with a view to accurately describing/ detailing sequences to facilitate reporting/ updating of registers and records.

FINANCE DEPARTMENT

CASHIER (4 posts)

(Makhado)

Salary Scale: R 135 714.48 – R 157 252.92 (post level -9)

Qualifications/Requirements: *NQF level 3 or equivalent qualifications.*1-2 years experience as cashier.* Computer Literacy.

Responsibilities: *Receives payment against services rendered from the Public* Reconciles cash received against receipts issued to customers* Maintains documentation and records of transactions and procedures* Selling of prepaid electricity.*Processing bank payments transaction.*Daily banking and filling of daily receipts.*Safe handling of cash.*A person who can handle pressure.

Key Competences: *Interpersonal and people skills.*Good organisational skill. Communication skill.*Customer service skills.

NB: Candidates will be subjected to various Personnel Suitability Checks, including qualifications, previous employment, credit and criminal records as well as reference checks.

All applications must be on the Council's prescribed application forms (obtainable by visiting our website: www.makhado.gov.za or at 83 Krogh Street, Civic Centre* must be : accompanied by a comprehensive CV and certified copies of ID, drivers licence and qualifications *No application will be considered without the above.

Forward your application to:

The **Municipal Manager, Private Bag X2596, LOUIS TRICHARDT, 0920** or hand deliver to 83 Krogh Street, Civic Centre , Louis Trichard

For more information contact **MS. T.S NDOU @ 015 519 3209**

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: 18 March 2011

Closing Date: 6 April 2011

Notice No.: 24/2010

File No.: 5/3/B

MUNICIPAL MANAGER

A.S.TSHIKALANGE