



MAKHADO LOCAL MUNICIPALITY

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

DEPARTMENT OF CORPORATE SERVICES

COUNCIL SUPPORT DIVISION

1 X ASSISTANT MANAGER PUBLIC PARTICIPATION AND WARD COMMITTEES

Ref: (5/3/4/6/54)

Salary Scale: R 687 538.28 fixed per annum (Post level 4a)

Requirements: *Grade 12 *B-Degree/National Diploma in public administration/Law or equivalent qualifications *Minimum of 2-3 years relevant experience *Valid Code B driver's license.

Key performance areas: *Distribute the draft policies and by laws to the relevant stakeholders on time *Develop and implement public participation strategies *Monitor ward committee functionality within the municipality and the meeting as per schedule *Coordinate and facilitate communication to the relevant department within regard to service delivery *Interpretation of Local government statutes *Monitor submission interventions committee *Encourage community participation during event such as Imbizo *Arrange public participation meeting in liaison with the local municipality *Co-ordinate and facilitate communication to the relevant department with regard to service delivery issue that need interventions

Key Competencies: Excellent Computer skills (MSOffice package). *Strong interpersonal and communication skills. * Good knowledge of local government legislation. *Ability to work on deadlines and under pressure. *Maintain absolute confidentiality.

HUMAN RESORCE DIVISION

1 X PMDS OFFICER Ref: (5/3/4/2/69)

Salary Scale: R 511 022.17 – R 564 398.01 per annum (Post level 05)

Requirements: *Grade 12 *National Diploma in Human Resource Management or equivalent qualifications *Minimum of 3 years relevant experience *Valid Code B driver's license.

Key performance areas: *Participate in discussions with line management to identify and discuss divisional / departmental goals and objectives *Draft communications for quarterly, mid-year and year-end performance appraisal process *Prepare documentation and reports required for performance discussions *Provide support to employees with completing performance plans *Monitor the quality of individual performance plans and quarterly assessments *Advise line management and staff on performance management processes and procedures *Maintain the performance management database *Input into the review of policies and standard procedures that govern performance management activities and practices *Engage with the OD Officer to align job descriptions to performance contracts *Coordinate career counselling to employees in terms of development path options *Align succession plans to EE Plan *Provide support to EAP unit to assist employees on wellness matters *Check performance of staff members to be engaged on wellness matters *Liaise with line management to identify a problem case and make recommendations on actions to resolve cases by *Attending to underperforming employees to be referred to external service providers including government employee departments or institutions for further intervention or counselling through EAP office.

Key Competencies: Excellent Computer skills (MSOffice package). *Strong interpersonal and communication skills. * Good knowledge of local government legislation. *Ability to work on deadlines and under pressure. *Maintain absolute confidentiality.

1 X OD OFFICER Ref: (5/3/4/2/70)

Salary Scale: R 511 022.17 – R 564 398.01 per annum (Post level 05)

Requirements: *Grade 12 *National Diploma in Organisational Development/Management Sciences/Industrial Psychology or equivalent qualifications *Minimum of 3 years relevant experience *Valid Code B driver's license.

Key performance areas: * Participate in the design of the organisational structure by analysing divisional strategies and process maps to develop functional and organisational structures *Establish and maintain organisational organograms to reflect approved changes as per Council resolutions *Confirm appointments / resignations to update staff establishment in line with established practice and standards *Investigate organisational performance problems and make recommendations for improvement *Participate in the work-study / management service investigations and evaluate personnel programmes, systems, procedures and activities in terms of

productivity and effectiveness. Facilitate the development and revision of job profiles in accordance with the approved structure *Verify that jobs to be developed have been approved and are aligned to the approved structure *Ensuring that all positions in the approved structure have job descriptions developed in the prescribed format *Conduct benchmarking to research job content for job descriptions *Quality assures the jobs developed by line management and staff Prepare and package full job evaluation documentation and distribute to committee member *Maintain a file of meeting minutes / documentation for reference purposes *Monitor adherence to the Job Evaluation policy and procedures and report on any non-compliance to the Manager: HRM Interview relevant employees on processes *Analyse the collected data *Verify the gathered data *Identify appropriate interventions *Evaluate the impact of the improved process or interventions.

Key Competencies: Excellent Computer skills (MSOffice package). *Strong interpersonal and communication skills. * Good knowledge of local government legislation. *Ability to work on deadlines and under pressure. *Maintain absolute confidentiality.

DEPARTMENT OF COMMUNITY SERVICES

LICENSING SERVICES DIVISION

1x MANAGEMENT REPRESENTATIVE DRIVING/LEARNERS LICENSES & MOTOR VEHICLE Ref: (5/3/4/6/21)

Salary Scale: R 451 518.09 – R 498 557.05 per annum (post level 06)

Requirements: *Grade 12 plus Diploma Examiner for D/License Grade B *Valid Code C1 Driving license *Minimum of 2-3 years relevant experience

Key Performance Area: *Manage of the driver and learner testing station. *Oversee the process of testing applicants for learners and driver license and PrDP. *Manage the processing and issuing of applications for learners and driver's license and instructor certificates. *Enforce legislation relating to driver and learner testing and licensing. *Manage of the vehicle testing station unit. *Manage the process of cash reconciliation and banking of cash. *Monitor maintenance of tools and equipment to be accounted for and secured. *Checking the testing station and forcing compliance in implementation of Road Traffic Act. *Maintain staff discipline in accordance with municipal codes and procedures. *Recommend leave submitted as per company policy

Key Competences: *Time management *Communication Skills *Typing skills *Report writing Skills *Interpersonal skills *Honesty and Integrity, *Able to work under pressure abnormal working hours *Self -discipline and interpersonal skills *Healthy and physically fit

NB: ALL SUCCESSFUL CANDIDATES WILL UNDERGO BACKGROUND 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. Or Hand delivers to 83 Krogh Street, Civic centre Makhado Municipality Louis Trichardt

For more information contact Manager Human Resource Mr Muofhe A.P 015 519 3121 or Ms Hlangwane F.S

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

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: 24 August 2023

Closing Date: 12 September 2023

Notice No: 120/2023

File No. 5/3B