



## **MAKHADO LOCAL MUNICIPALITY**

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

### **OFFICE OF THE MAYOR AND SPECIAL PROGRAMMES DIVISION**

#### **1x MANAGER: OFFICE OF THE MAYOR Ref: (5/3/4/2/26)**

**(Fixed term contract, linked to the term of the mayor)**

**Salary Scale:** R 703 854.55 per annum (post level 3)

**Requirements:** Grade 12 \*Post matric qualifications in Political/Public Administration/Management or relevant qualification \* Five (5) years relevant experience \*Computer literacy \*Valid Code B driver's license.

**Key Performance Area:** \*Manage activities in the office of the Mayor \*Analyse service delivery and needs of internal customers and other statistics \*Coordinate the different functions/activities of the office to ensure that all staff has a uniform goal and objectives to enhance service delivery to the Municipality Departments \*To manage office of the Mayor and special programmes \*Coordinate assisting Mayor's funds for educational registration to the public from the Mayor's discretionary funds \*Managing special programmes activities by developing, implementing, monitoring and advocacy awareness campaigns and special programmes \*Develop, plan and manage sustainable programmes on poverty alleviation, gender development, youth development, disabled and marginalized groups and HIV/AIDS \*Accompany the Mayor to various meetings \*Manage financial resources on special programmes \*Plan, monitor and control the units annual budget guided by the budgetary requirements of council \*Provide inputs into the annual budget for programmes and projects identified through the IDP process of the Municipality \*Knowledge of Municipal laws and regulations

**Key Competencies:** \*Communication skills \*Protocol Knowledge \*Planning and decision-making skills \*Interpersonal relations skills \*Ability to work under pressure, within a team and within set time limits \*Be self-motivated \*Sound knowledge of Local Government functions and legislations \*Report writing and journalistic skills

#### **1x SECRETARY: OFFICE OF THE MAYOR Ref: (5/3/4/6/25)**

**(Fixed term contract, linked to the term of the mayor)**

**Salary Scale:** R318 688.61– R351 943.13 per annum (post level 08)

**Requirements:** \*Grade 12 \*Minimum two years' experience in Office Administration or related qualification \*Computer literacy

**Key Performance Area:** \*Provide a secretariat service to the Mayor \*Making all arrangements for meetings, notification, venue, refreshments, stationery, presentation aids and taking of minutes \*Planning and organizing the workflow from the Mayor Office \* Scheduling, confirming and updating the diary of the Mayor and indicating priority/urgent meetings which

must be attended \*Write requisition, order documents, payment of accommodation and travelling arrangements \*Perform general administrative and related duties

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills. \*Honesty and Integrity, \*able to work under pressure and abnormal working hours

**1x CHAUFFER OFFICE OF THE MAYOR Ref: (5/3/4/1/29) {RE ADVERT}**

**(Fixed term contract, linked to the term of the mayor)**

**Salary Scale:** R318 688.61– R351 943.13 per annum plus fixed 40 Hours overtime and clothing allowance per (post level 08)

**Requirements:** \*Grade 12 \*Valid Code B driver's licence \*Minimum 2 years driving experience \*Ability to read and write \*Must be able to communicate in English and two other official languages

**Key Performance Area:** Transport Mayor, councillors and officials and goods as authorised by supervisor \*Posses safe driving techniques of the Mayor \*Do proper planning of routes \*Honesty and Integrity \*Able to work under pressure abnormal working hours \*Healthy and physically fit.

**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.

## **DEPARTMENT OF TECHNICAL SERVICES**

### **ELECTRICAL ENGINEERING: MAINTENANCE & OPERATIONS**

**1X SUPERINTENDANT OHS OFFICER (Ref:5/3/4/5/51) (Re-advert)**

**Salary scale:** R462 193.30 – R510 469.00 per annum (post level 5)

**Requirements:** \*Grade 12 \*National Diploma in Safety Management and Incumbent should be a Qualified Electrician \* Valid Code B Driver's License \*Minimum 3 years' experience

**Responsibilities:** \*Conduct internal incident investigations in consultation with the health and safety representatives and in line management to identify the root cause and to mitigate future occurrences by putting measures in place to prevent reoccurrence \*Facilitate and co-ordinate the election/nomination of Health and Safety Representatives.\*Facilitate and co-ordinate OHS Committee Meetings \*Facilitate training of representatives and committees members \*Formulate and review OHS policies, procedures and guidelines \*Inspect all Electrical workstations and assess findings with health & safety standards and to identify if there are contraventions of OHS Act \*Inspect Personal Protection Clothing issued to employees to ensure that employees are provided with right PPC \*Conduct site visits to check if the contractors are adhering to rules of the agreement \*Attend site meetings to assist in matters of OHS \*Facilitate and coordinate Safety talks by supervisors and representatives at electrical section \*Approve the COC

**Key Competencies:** \*Able to manage conflict, interpersonal relations, stakeholders, analytical and negotiation skills.\*Ability to determine short, medium and long term goals for the realization of the Municipal Vision and Mission.\*Extensive experience in information provision and dissemination.\*Good communication skills.

***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 deliver to 83 Krogh Street Civic Centre, MAKHADO MUNICIPALITY**

**For more information contact Manager Human Resource Mr Dagada N 015 519 3225 or Ms Hlangwane F.S 015 519 3127 or Mr 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: 1 July 2022**

**Closing Date: 21 July 2022**

**Notice No: 67/2022**

**File No. 5/3B**