

## LOCAL NEWSPAPER

### MAKHADO LOCAL MUNICIPALITY “Peace Harmony Prosperity”

**Become part of the progress of the Makhado Municipality, in a beautiful town at the foot of the Soutpansberg and join a dynamic equal-opportunity Local Government**

The Makhado Local Municipality hereby invites applications from suitable qualified candidates for the following positions:

#### DEPARTMENT: CORPORATE SUPPORT & SHARED SERVICES

##### HR RECORDS CLERK

**Salary Scale:** R171 021.84 – R188 867.64 (post level - 8)

**Qualifications/Requirements:**\* Relevant NQF level 3\*Knowledge of MS Office Applications will serve as an added advantage.\*Appropriate experience in Records Management and HR related matters.\*At least 12 – 24 months relevant experience in personnel filing.\*Ability to read, write and communicate in English.\*Computer literate.

**Responsibilities:**\* Perform all duties related to HR and Records office.\*Co-responsible for senior duties generic to Registry Offices comprising of amongst others distributing, keeping registers, accurate filing of documents i.e SP files and Vacancy files, complying with registry regulations and sound office administration skills.

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

##### MESSENGER

**Salary Scale:** R75 967.83 – R84 750.48 (post level- 14)

**Qualifications/Requirements:**\*Grade 12 \* Basic Literacy.\* Ability to read and write.\*Must be able to communicate in English.\*Code 08 Drivers' license will be an added advantage.

**Responsibilities:**\*Duplicate documents.\*Deliver internal/ external correspondence.\*Deliver documents of Council and its Committees to councillors and officials.\*Assist with all duties generic to Registry Offices.\*Must be able to work beyond office hours.

**Key Competencies:**\* Driving skills.\* Interpersonal people skills.\*Communication skills.

##### CLERICAL ASSISTANT

**Salary Scale:** R143 965.92 – R166 813.80.17 (post level-9)

**Qualifications/Requirements:**\*Grade 12 plus acknowledged Secretarial Diploma with especially typing as qualification.\*General office routine and administrative support experience to deliver routine clerical support of diverse nature.

**Responsibilities:**\*Perform routine clerical and typing tasks, with emphasis mainly on typing of form letters, agendas and minutes, requisitions, memoranda, and reports.\*Must be willing to learn the committee system in respect of agendas and minutes and distribution thereof \*Verify information against existing records; post information to records or ledgers; issue equipment or supplies.\*Tabulate cumulative data; type scheduled or special reports as required.\*Maintain regular office files; sort and distribute incoming mail.\*Perform other related duties incidental to the work described herein.

**Key Competencies:**\*Communication skill.\*Typing skill.\*Must be fast and accurate in typing

### **SERVICE WORKERS (CLEANERS) (6 posts)**

**Salary Scale:** R69 717 .24 – R75 555 .84 per annum (post level- 15)

**Qualifications/Requirements:** \* Basic adult literacy.\*Communication skills.\*Physical skills.

**Responsibilities:**\*Clean municipal halls and offices.\*Carry chairs, tables and other furniture.  
\*Wash utensils. \*Clean premises of Civic Centre.

**Key Competencies:**\*Physical ability to perform household cleaning duties.\*Communication skills.

### **DEPARTMENT: FINANCE**

### **EXPENDITURE: DIVISION**

### **CLERK: SALARIES (3 posts)**

**Salary Scale:** R171 021.84 – R188 867.64 (post level - 8)

**Qualifications/Requirements:**\*Grade 12 with Accounting or equivalent NQF Level 4.\*At least one year related experience.

**Responsibilities:**\*Verify and receiving of timesheets from various departments.\*Processing of overtime, standby and attendance records received from timesheets from various department to ensure that salaries are calculated for the correct hours worked.\*Calculate hours worked per timesheet to ensure that employees are remunerated accordingly.

**Key Competencies:**\*Interpersonal and people skills.\*Good organisational skill.\* Communication skill.\*Report writing and Customer service skills.

### **REVENUE MANAGEMENT DIVISION:**

### **CLERK: CUSTOMER CARE (2 posts)**

**Salary Scale:** R171 021.84 – R188 867.64 (post level- 8)

**Qualification/Requirements:** Grade 12 with Accounting.\*Knowledge in bookkeeping.\* 1 year relevant experience in revenue experience.

**Responsibilities:** To provide excellent customer care services.\* Perform specific procedures associated with new connections and general transaction data.\* Administer applications for new, revised or terminated services.\* Performs specific clerical activities and provides general office support. \* Ensure communication regarding incorrect meter information and corresponding with clients. \* Perform any other duty related duties as instructed by the supervisor

**Key Competencies:** Interpersonal skills.\*Computer literate.\* Bilingual.\* Attention to details\* Accounting background

## ASSET MANAGEMENT DIVISION:

### **CLERK: FLEET MANAGEMENT**

**Salary Scale:** R171 021.84 – R188 867.64 (post level - 08)

**Qualifications/Requirements:**\*Grade 12 or equivalent NQF Level 5.\*General Office Administration Certificate.\*Substantial experience of 4 years with a minimum of 2 years at a supervisory level.\*A driver's licence.

**Responsibilities:**\*Allocation of vehicles.\*Monitor and analysis fuel utilisation, licensing of vehicles.\*Arrange for planned service and maintenance of vehicles.\*Schedule the evaluation of drivers.\*Compiling monthly reports.\*Investigation and reporting of accidents.\*Safe keeping of keys and registration documents.\*Valid Code 8 drivers licence.

**Key Competences:** \* Interpersonal and people skills.\* Public liaising and communication skills.

### **CLERK ASSET MANAGEMENT (Property Plant and Equipment)**

**Salary Scale:** R171 021.84 – R188 867.64 (post level - 8)

**Qualifications/Requirements:**\*Grade 12 or equivalent NQF Level 4 with at least two years experience.\*Knowledge of related financial systems.\*Computer Literacy (Ms Word, Excel).

**Responsibilities:**\*Ensures compliance with the Assets Management Policy.\*Ensures estimated useful life of assets in accordance with the Asset Management Policy.\*Maintain and reconcile asset register.\*Reconcile asset register reconciliation with the ledger and balances the asset register.\*Drafts Schedules for AFS purposes.\*Ensure that new assets are insured and assets disposed of are removed from insurance portfolio to ensure adequate insurance cover for assets, and that unnecessary cover is not paid for.\*Liaises with Software supplier.

**Key Competences:**\*Interpersonal and people skills.\*Accounting Skills.\*Communication Skills. Report writing and attention to detail.

## **DEPARTMENT: TECHNICAL SERVICES**

### **DIVISION: CIVIL ENGINEERING**

#### **OPERATOR (2 posts)**

**Salary Scale:** R121 755.06 – R137 848.32 (post level-10)

**Requirements/Qualifications:**\*Grade 9.\* Code EC1 Driver's Licence + PDP\* At least two years experience as a tractor driver.

**Responsibilities:**\*Performs specific tasks associated with the operation of heavy specialized mechanical plant (e.g. Grader, TLB, Front End Loader, Crane Truck, Bulldozer, Concrete Mixer) and vehicles (Tip Trucks, etc) during road and storm water drainage maintenance activities by:\*Driving and manoeuvring heavy mechanical plant engaging controls to operate mechanisms to enable digging, loading, grading and levelling sequences.\*Uses crane to install storm water pipes into excavated trench.\*Doing road patching, laying of storm water pipes when necessary.

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

### **SERVICE WORKERS: ROADS DZANANI (11 posts)**

**Salary Scale:** R69 717.24 – R75 555.84 (post level-15)

**Requirements/Qualifications.**\*Ability to read and write.\* Recommendations: The following will serve as recommendations:

\*Ability to operate small plant (Roller, Compactor, Tar Cutter, Concrete Mixer).

**Responsibilities:**\*Cleaning of streets (sweeping and removal of debris and rubble).\*Cleaning of catch pits.\* Pothole patching.\*Side walls repairs.\*Poisoning of weeds along the streets.

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

### **SERVICES WORKERS: WASTE (15 posts)**

**Salary Scale:** R69 717.24 – R75 555.84 (post level-15)

**Requirements/Qualifications.**\*Ability to read and write.

**Responsibilities:**\*Cleaning of streets (sweeping and removal of debris and rubble).\*Cleaning of catch pits.\*Collection of waste\*Poisoning of weeds along the streets.

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

### **DIVISION: ELECTRICAL ENGINEERING**

#### **SERVICE WORKERS: ELECTRICAL ENGINEERING (26 Posts)**

**Salary Scale:** R69 717.24 – R75 555.84 per annum (post level -15)

**Qualifications/Requirements:**\*Grade 9 with at least 1 year experience in basic knowledge of electricity: Applicant must be physical fit to carry heavy objects.\*The applicant must be able to work in hot and humid conditions \*Able to perform dangerous work and ready to work overtime.

**Duties / Key Performance Area:** Performs specific electrical activities supporting the immediate superior during minor and major works during major installation.\* Maintenance and repair works Attending to the preparation of the site laying cables removing and replacing components on isolated circuit and circuits and conducting and reporting load test outcomes.\* C2 leans worksites Store equipments and tools and loads materials prior to departure from work site of building plans; assist with the design and drawing of municipal (small structure) plans for new buildings or renovations.

**DEPARTMENT: COMMUNITY SERVICES**

**DIVISION: ENVIRONMENTAL HEALTH AND DISASTER MANAGEMENT**

**CONTROL ROOM ATTENDANT (2 posts)**

**Salary scale:** R143 965.92 - R166 813.80 (post level -9)

**Qualifications/Requirements:** NQF level 4 or equivalent qualification \*1-2 years relevant call centre experience will be an added advantage.

**Responsibilities:** Communicates and transfers information to/from operational personnel  
\*Maintains system functionality and applied procedures associated with maintenance of system records and information.\*Attends to the application of clerical and office support sequence

**Key competencies:** Ability to speak specific official languages deemed fit within the area.

**SECRETARY: SPEAKER'S OFFICE**

**Salary Scale:** R189 349.32 – R213 675.96 (post level -7)

**Qualifications/Requirements:** \*Grade 12 or Secretarial Diploma qualifications.\* At least two years experience in Office Administration.\* Incumbent should have an extensive experience and in –depth knowledge and experience in Local government.\*Computer literacy will serve as a strong recommendation.

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

**Key Competencies:** \*Time management.\*Communication Skills.\*Typing skills.\*Report writing Skills.\*Interpersonal skills.

## **CENTRE MANAGER: DZANANI REGION**

MULTIPURPOSE COMMUNITY CENTRE (Ha- Musekwa Ngundu)

**Salary Scale:** R294 945.24 – R309 884.16 per annum (post level - 4)

**Qualifications/Requirements:**\*Grade 12.\*Diploma & Degree in Public Administration or relevant qualification.\*2-3 years relevant experience in municipal environment.\*A valid driver's License and Computer Literacy.

**Responsibilities:**\*Manage, administer and oversee the infrastructural facilities of MPCC Services to ensure that facilities are effective and efficient.\*Manage and promote liaison between the community and represented departments at Musekwa MPCC to ensure that service delivery meets with the needs of the community.\*Regulate the service schedule of the Departments / Service providers.\*Facilitate the process to collect information on and interpret the community needs to ensure service delivery / improvement /expansion of services and the activation of new services at the centre.\*Provide the office space to the service providers.\*Ensure that the office space is managed cost effectively and in a sustainable manner.

**Key Competencies:**\*Administrative skills.\*Time management.\*Communication skills.\*Report writing skills and Good personality to communicate with the consumers and member of the public.

### **RECEPTIONIST**

**Salary Scale:** R143 965.92 – R166 813.80 per annum (post level -9)

**Qualifications/Requirements:**\*Grade 12.\*Diploma in Office Administration.\*Knowledge of public relations in public or private sector.\*Good working knowledge of MS Office package.

**Duties / Key Performance Area:**\*Ensure that accurate messages taken and handed to relevant staff member.\*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.\*Attend all administrative matters in the office of the manager.

**Key Competencies:**\*Administrative skills and communication and telephone skills.

### **DIVISION: PROTECTION SERVICES**

#### **CLERICAL ASSISTANT (10 posts)**

**Salary Scale:** R106 914.72. R118 776.84 (post level - 11)

**Qualifications/Requirements:**\*Grade 12.\*Relevant post school qualification e.g. Diploma / Institute of License Officials I and II plus 2 years experience.\*No Criminal Record.

**Responsibilities:**\*Responsible for change over 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.

***NB: ALL SUCCESSFUL CANDIDATES WILL GO THROUGH A SECURITY CLEARANCE CHECK.***

Makhado Municipality has a firm commitment to the advancement of designated groups, including *women and disabled*. Forward your application on the ***Council's prescribed application form*** with a copy of CV and qualifications to the **Municipal Manager, Private Bag X2596, LOUIS TRICHARDT, 0920.**

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: 21 October 2011**  
**Closing Date: 11 November 2011**  
**Notice No.: 89/2011**  
**File No.: 5/3/B**

**MUNICIPAL MANAGER  
A.S TSHIKALANGE**