

NATIONAL 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

COUNCIL SUPPORT DIVISION:

ASSISTANT MANAGER: COMMITTEES AND AUXILLIARY SERVICES

5/3/4/9/27

Salary Scale: R333 729.24 Fixed per annum (post level -3)

Qualifications/Requirements:*B Degree or equivalent qualification in Public Administration with at least 5 years relevant experience.

Duties:*Co-ordinates activities and procedures associated with direct supervision and monitoring of personnel and services.* Ensure that office auxiliary and civic maintenance are functional and efficiently run.*Plan, lead, organize and control the administrative functions of the Council(registry, hall bookings, security, cleaning and correspondences).*Co-ordinate the development and maintenance of systems, policies, procedures and processes.*Ensure that the tender process is carried out efficiently and correctly.*Manage performance of employees.*Plans and manages utilization of resources of the division.*Perform activities/tasks associated with registering and recording of incoming/correspondences.*Responsible for the supervision of the filing and retrieval of mail, pending files, circulate and search for files.*Co-ordinate activities and procedures associated with monitoring and supervision of cleaning functions at various halls and other civic venues at the municipal offices.*Supervision of cleaning material to ensure proper control

Key Competences: Management skills.*Communication skills.*interpersonal skills. Negotiation skills* Problem solving skills

OFFICE OF THE MUNICIPAL MANAGER

RISK MANAGEMENT OFFICER 5/3/4/1/20

Salary Scale: R333 729.24 Fixed per annum (post level- 3)

Qualifications/Requirements:*Appropriate recognized 3 years qualification or equivalent qualification with a minimum 2 years risk management and related Corporate Government experience.*Financial experience.*Internal and/or external audit experience; completed articles will be an added advantage, Experience in Supervisor and policy development.

Responsibilities:*Implementation of a risk management process within the DPTRW's that involves the identification, assessment, monitoring and elimination of the actual and / or potential risks.*Contributing to the implementation of the Departmental Fraud Prevention Plan.*Contributing to meeting the Minimum Anti-Corruption Capacity Requirements as set by Council.*Liaising with relevant stakeholders throughout the risk management and related processes.*Contributing to the implementation of Risk Management Action Plans throughout the Department.*Contributing to the facilitating and monitoring the compliance to the requirements of the PFMA and Treasury Regulations.

Key Competencies:*Interpersonal relations.*Stakeholder Management.*Problem Solving. Analytical thinking.*Negotiation.*Decision Making Skills is required.

REGIONAL ADMINISTRATOR WATERVAL 5/3/4/1/11

Salary Scale: R333 729.24 Fixed per annum (post level -3)

Qualifications/Requirements: *Grade 12.*Appropriate post school qualifications plus relevant experience.*Proven ability to communicate and negotiate at all spheres of Government.*Good interpersonal skills and organizational skills.*Ability to work with communities and to relate to diverse cultures.*Valid Driver's License.

Responsibilities:*Overall management of: Roads, storm water and sidewalks & open spaces in Makhado/Waterval Region.*Parks, recreational facilities, cemeteries and caravan park.*Solid waste management in Makhado/Waterval region.*Mechanical workshop.*Report direct to Municipal Manager. *Submission of annual budget requirements for Makhado/Waterval region. *Compilation of annual maintenance program for Makhado/Waterval region.*Monthly progress report to Municipal Manager.

Key Competencies:*Interpersonal skill.*Good organisational skills Communication and Report writing skills.

DEPARTMENT: FINANCE

SUPPLY CHAIN MANAGEMENT DIVISION:

PRACTITIONER: ACQUISITION 5/3/4/3/87

Salary Scale: R219 151.32– R241 982.40 (post level - 6)

Qualification/ Requirements: A relevant three year tertiary or equivalent qualification in Purchasing /Business Management plus relevant five years functional experience.*Code EB
Driver's license

Responsibilities : Provide tender administration services* Conduct inventory checks * Inviting quotations * Prepare procurement quarterly reports,* Printing of all reports * Responsible for management of supplier database , * Conduct functional training, * Provide secretariat services to quotation committee and Tender Committee, * Receive and process all tender document, Prepare agenda and tender outcome, * Facilitate briefing sessions, * Provide advice on policies (Tenders). * Supervise staff, * Conduct assessment. * Advertising of tenders, * Compile tender register, prepare submission to tender committee, * Assist with the evaluation and adjudication of tenders, * Provide feedback to tenderers on the outcome.

Key Competencies: *Municipal supply chain management policies and procedures, Tender procedures, * MFMA and SCM procedures. * Planning and organizing work, Report writing skills, * Interpersonal relation skills, * Good communication skills (verbal & writing), * Presentation skills, * Computer Skills and Decision- making skills

ASSET MANAGEMENT DIVISION:

MANAGER: ASSET MANAGEMENT 5/3/4/3/88

Salary Scale: R377 718.24 Fixed per annum (post level- 1)

Qualifications/Requirements:*Relevant B Degree.*Tertiary qualification with Accounting*B Degree or equivalent and with at least 5 years relevant experience in this field.*A Valid Driver's License and Computer Literacy (MS Office package).

Duties / Key Performance Areas: *To provide an effective efficient Management function to Asset Management division in accordance with current legislation by attending to the Verification, Reporting, Processing and reconciliation of Asset Management, guiding and developing personnel on processing sequences and controlling the effective implementation record keeping and data Management procedures to facilitate recovery / retrieval of Accounting information.*The successful person will be expected to plan and manages activities and resources of Section by Analysing activities, information in terms of service delivery and needs of internal customers and other statistics and perform physical observation and inspections in order to identify trends and need for new revised services.*Manages and controls specific accounting procedure associated with asset acquisition and disposal.*The incumbent should be able to understand and implement GRAP Statements

ACCOUNTANT: ASSET MANAGEMENT 5/3/4/3/18

Salary Scale: R248 032.56 – R273 939.34 per annum (post level - 5)

Qualifications/Requirements:*Relevant Degree*Tertiary qualification with Accounting*B Degree or equivalent and with at least 2 years relevant experience in this field.*A Valid Driver's License and Computer Literacy (MS Office package).

Duties / Key Performance Areas:*To provide an effective, efficient management function to Asset Management Sectors in accordance with the current legislation and GRAP statements.*Performance of monthly reconciliation of assets.*(Between the Asset register and the financial System).*Monitor and capture the acquisition and disposal timeously and make necessary adjustment to the fixed asset register.*Calculations of depreciation of assets on the fixed asset register and effect necessary journals on to the system.*Be able to conduct Asset Verification and follow-up on discrepancies between the physical assets verified and Fixed asset register. (Up-date the Fixed Asset register).*Monitor the movements of assets and update the inventory list on each location.*The successful person will be expected to plan and manages activities and resources of Section by Analysing activities, information in terms of service delivery and needs of internal customers and other statistics and perform physical observation and inspections in order to identify trends and need for new revised services.*Manages and controls specific accounting procedure associated with asset acquisition and disposal.

DEPARTMENT: DEVELOPMENT AND PLANNING

ASSISTANT MANAGER: ORGANISATIONAL PMS 5/3/4/4/82

Salary Scale: R333 729.24 Fixed per annum (post level -3)

Qualifications/Requirements: Degree/ Diploma in Administration/Human Resources or Project Management.*Minimum of 2 years relevant experience working in Local or Public sector environment.

Responsibilities:*Determine specific requirements and dimensions of Performance Management and the applicability of specific Performance Management Systems.*Provides guidelines and information on the Performance Management Systems.*Analyse and evaluate the organisation performance against specific objectives and deliverables encapsulated on the Integrated Development Plan.*Address critical requirements to facilitate service delivery planning, prioritization and evaluation.* Coordinate and Compile performance progress reports.

Key Competencies: Interpersonal skills.*Strategic and Independent thinking.*Ability to handle stress* Attention to deadlines an details.*Analytical skills.* Presentation skills.* Sound Knowledge of PMS.

TOWN AND REGIONAL PLANNERS (2 posts)**5/3/4/4/83**

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

Qualification/ Requirements:*B Degree in Town and Regional Planning.*Relevant management experience at least two of which should be in a municipal environment.*Computer literacy will serve as a strong recommendation.

Responsibilities:*Analyse and process land development applications such as Rezoning, Subdivision, Township Establishment, Special Consent and e.tc in terms of the applicable legislations. Prepare report for council consideration and issue consent.*Advice the council and other stakeholders on land use matters.*Evaluate the compliance of building plans with relevant legislations and Land use Scheme.*Do site inspection and make comments thereof.*Regulate development in terms of the Makhado Land Use scheme, 2009.*Assist on the formulation of policies and plans.* Assist on the facilitation of projects.*Control illegal occupation of land and contravention to Land Use Scheme.

Key Competencies:*Strategic thinking.*Conflict Management.*Interpersonal relations.*Stakeholder Management.*Problem solving.*Analytical.*Decision Making Skills is required.

BUILDING INSPECTORS: DZANANI/VUWANI & WATERVAL REGIONS (3 posts)**5/3/4/4/84**

Salary Scale: R219 151.32 – R241 982.40 (post level - 6)

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.

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

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

DEPARTMENT: TECHNICAL SERVICES

DIVISION: CIVIL ENGINEERING

ASSISTANT MANAGER: ROADS AND STORMWATER 5/3/4/5/40

Salary Scale: R333 729.24 Fixed per annum (post level -3)

Qualifications/Requirements: National Diploma in Civil Engineering with at least 5 years relevant experience.*Knowledge of roads, storm water.*Valid Code B driver's licence.

Responsibilities: Develop Sectional vision and strategy and ensure implementation.*Perform Management services.*Manage Performance of employees in the section.*Plan and manage utilisation of resources.*Develop and monitor systems, policies, procedures and processes. Direct and influence an effective and efficient team responsible for roads and storm water sections of the directorate.*Perform human resource and administrative activities.* Perform client services functions.* Provide progressive reports on maintenance and technical issues.

Key Competencies: Knowledge on OHS Act.*Supervisory skills.*Project Management and managerial skills.*Report writing.*Conflict resolution skills.*Interpersonal skills.*Computer literacy.

MECHANIC: DIESEL AND PETROL (2 posts) 5/3/4/4/47

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

Requirements/Qualifications: N2 phase 3 plus Trade Test- Qualified Diesel Motor Mechanic* Two(2) years relevant experience in Diesel and Petrol driven motors as well as Heavy Duty Plant.* Valid EC1 drivers licence plus PDP.

Responsibilities:* Interpret and co-ordinate specific pre-work with regard to repairs.* Ensure that the duties are done and in accordance with prescribed standards.* Perform maintenance and repairs on council fleet.*Attend to all breakdowns from hydraulics mechanical, electrical accidents.* Perform standby duties and respond to call-outs in terms of Mechanical Programmes* Co-ordinates activities associated with functionality of diesel/petrol driven Mechanical Plant and vehicles.* Undertake necessary inspection in terms of QMS.* Perform any other related duties as instructed by the supervisor.

Key Competencies: Interpersonal skills.* Attention to details.* Ability to handle stress.* Be able to work overtime and on standby.

PLUMBERS: WATERVAL REGION (9 posts] 5/3/4/4/48

Salary: R189 349.32 – R213 675.976 (post level - 7)

Requirements:*Ability to read and write.

Responsibilities.*Fit new sections, backfill / close and open valves / taps, for continued operation as quickly as possible using vehicles & staff tools.*Do maintenance repairs to : water mains including valves; air valves, scours, Sewer main lines, manholes and reservoirs, New meter connections and replacements; Time sheets and Meter books.

Key Competencies:*Attention to details.*Communication skills.*Planning and decision making skills.*Be able to work overtime and standby.

DIVISION: ELECTRICAL ENGINEERING

ELECTRICIAN: METERING 5/3/4/5/41

Salary Scale: R219 151.32 – R241 982.40 (post level - 6)

Qualifications/Requirements: The incumbent must have:

Grade 10 or (N2) and be a qualified Electrician in terms of the Apprentice Act or the Labour Training Act with two (2) years practical municipal experience.*Valid code EC1 (10) driver's license with at least two years recent practical driving experience.*Professional driver's permit or be able to get a permit within six (6) months after appointment failure with his services may be terminated.*Valid ORHVS and HV Operating certificate in high voltage switching or be able to obtain such qualification with six (6) months after appointment failure with his services may be terminated.*A person that does not qualify in terms with A, B & C will not be considered.*All short listed candidates will be requested to do a practical examination as well as a driver's test before the interview.

Key Competencies:*Attention to details.*Communication skills.*Planning and decision making skills.*Be able to work overtime and standby.

DEPARTMENT: COMMUNITY SERVICES

DIVISION: ENVIRONMENTAL HEALTH AND DISASTER MANAGEMENT

DISASTER MANAGEMENT OFFICERS (4 posts) 5/3/4/7/37

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

Qualifications/Requirements:*Grade 12. Certificate or Diploma in Disaster Management.*At least two (2) years subject matter experience gained through service within a disaster management or civil defense organization or affiliated organizations.*Computer Literacy and a Valid Code B(8) Drivers License.

Responsibilities:* Determine the level of disaster risks in the municipal area.*Assessing the vulnerability of communities and households to disaster that may occur. Increase the capacity of communities and households to minimize the risks and impact of disaster that may occur. Conduct disaster awareness campaigns in the municipality.*Activation of all role players and stakeholders during and after disaster period.*Liaise with community structures, councilors and other government institutions on disaster matters.*Undertake any other disaster management related tasks, as requested by the Disaster Programme Manger.*Support the design and evaluation of risk reduction projects within the municipality.*Promote networking and partnership building between institution, NGO's, CBO's and donors involved in disaster management.

Key Competences:* Ability to liaise with community structures, Councillors, District Municipality and all relevant departments.*Ability to control the Joint Operation Centre (JOC) and also willing to work awkward hours and under pressure.*Supervisory skills.* Resourcefulness, initiative and maturity of judgment.*Analytical and organizational skills* Planning and organizational skills.

SECRETARY: SPEAKER'S OFFICE (5 years contract) **5/3/4/7/33**

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.

ASSISTANT LIBRARIAN 5/3/4/7/30

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

Qualifications/Requirements:*Grade 12.*Degree or Diploma in Library and Information Science.*Minimum of one year working experience in Library public library.*Computer Literacy and a Valid Drivers License.

Responsibilities:*Shelving of Library materials.*Knowledge of Cataloguing and Classification System.*Taking daily statistics of Library Users.*Performing all other counter and reference duties.

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

DIVISION: OFFICE OF THE MAYOR

ASSISTANT MANAGER: SPECIAL PROGRAMMES 5/3/4/6/37

Salary Scale: R 337 729.24 (post level - 3) fixed per annum

Qualifications/Requirements: BA Degree or Diploma in Social Science or relevant qualification plus 3-4 years relevant experience in a Local Government environment.*Valid Code B(8) drivers licence.

Qualifications/Responsibilities:*Establish mutual beneficial relationship between the municipality and other special programme units at Provincial and National Government Departments.*Develop policies and strategies for youth, gender, children elderly, disabled and people living with HIV/AIDS.*Supervise and Co-ordinate youth, sports, gender, HIV/AIDS, senior citizen, people with disabilities, traditional affairs programmes.*Administer the Mayors' Bursary Fund.*Supervise and manage library services, events management and out reach programmes.

Key Competencies: Project Management skills.*Research and analytical skills.*Interpersonal and Presentation skills.*Knowledge on Government Programmes.*Be able to travel and work long hours.*Diplomacy and professionalism are critical.* Computer skills.

ADMINISTRATIVE OFFICER: WARD COMMITTEES & PUBLIC PARTICIPATION

(4 posts) [Makhado/Dzanani/ Waterval and Vuwani] **5/3/4/8/39**

Salary Scale: R 219 151.32 – R241 982.40 (post level - 6)

Qualifications/Requirements:*Grade 12.*Degree or Diploma in a Communication related field.

Key Performance Areas:*Attending councillor's queries in regional offices.*Providing administrative support to ward councillors.*Acting as an administrative link between the office of the speaker and regional offices.*Handle all telephone enquiries and written correspondences.*Report writing and issuing of notices of meetings of council and other stake holders.*Making follow ups on referral items.*Perform any other duties as delegated by the relevant authorities (Regional manager and the Head Quarters).*Filing and record keeping and adherence to deadlines.*Coordinate ward committee meetings, and compile minutes.*Coordinates and manage municipal events and functions.

Key Competencies:*Interpersonal skills.*Communications skill.*Public address.*Conflict resolution.*Understanding of the local political environment*Willingness to work awkward hours*Computer literacy will serve as a strong recommendation.

COMMUNICATION OFFICER 5/3/4/7/38

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

Requirements/Qualifications:*Bachelor degree/diploma or equivalent qualifications in communications related field.*At least three years experience in a communications, protocol related or event management field.*A Valid Code B Driver's license.

Responsibilities:*To research and assist in the writing publications, news release, newsletters, brochures pamphlets and other resident and employee communications in order to communicate Council's services delivery initiatives and to keep various stakeholders informed so that stakeholders are able to make an informed decisions as to policy , bills and acts that affect them. Preparing monthly calendar of meetings and events for distribution within Council, with the media via external newsletter.

Key Competencies:*Organizing skills.* Interpersonal skills.*Ability to work under pressure and during awkward hours.*Time management.

DIVISION: PROTECTION SERVICES

ASSISTANT MANAGER: TRAFFIC 5/3/4/8/40

Salary Scale: R333 729.24 (post level - 3) fixed per annum

Requirements: **Grade 12.* Basic Traffic Diploma.*Relevant B Degree / Three years Diploma*Must be a registered T/O.* At least 3 years experience in related field.*Code 8 Driver's License.*No Criminal Record

Qualifications/Responsibilities:*Plans installation and maintenance of traffic-control measures, including estimating, securing and scheduling crew, material, equipment and contract forces required in a cost effective manner.*Inspects and monitors the county road system to evaluate

unsafe conditions and ongoing maintenance needs and takes action to initiate corrections.*Inspects sign manufacturing and field traffic-control installations to evaluate compliance with standards, appropriateness of conditions, and ongoing maintenance needs.*Conducts training for the traffic maintenance crew members and other maintenance crews on traffic-control measures for work zones on the roadway.*Prepares work schedules for routine maintenance of traffic-control devices and maintenance of equipment, material, and installation service records.

Key Competencies:*Ability to ensure compliance to the by-laws, road traffic and all related regulations.

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

