



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) RE-ADVERT

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

Salary Scale: R 738 343.42 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.

DEPARTMENT OF TECHNICAL SERVICES

ELECTRICAL ENGINEERING: MAINTENANCE & OPERATIONS DIVISION (1)

1x MANAGER ELECTRICAL ENGINEERING MAINTENANCE AND OPERATION DIVISION Ref:(5/3/4/5/56) RE-ADVERT

Salary scale: R 738 343.42 per annum (post level 03)

Requirements: *Grade 12 *B-Degree in Electrical Engineering or Equivalent *Government Certificate of Competency as an Electrical Engineer *Registration as a Professional Engineer shall be added advantage* Valid Code B Driver's License *Minimum of five year's engineering related experience.

Responsibilities: *Develop a long term grid and non-grid electrification strategy and plans that is aligned to the national electrification programme *Develop a five year master plan on electrical engineering as per municipality directives.*Oversees the process of coordinating all Municipality's electrification initiatives.*Monitor timeously delivery of electrical engineering plans within the scope and budget.*Manage the procurement, distribution and supply of electricity in the licensed supply area of the Municipality as issued by the Electricity Regulator.*implement the incident protocol to manage interruptions of a major scale.*Facilitate community involvement in the preparation of action plans and packaging community projects and funding the proposals based on the identified needs.*Oversee and monitor the bulk supply meter readings in the Municipality to ensure technical correctness in the billing system of bulk supply meter readings.*Coordinate with Eskom for the supply and delivery of electricity to customers within the area of supply of Eskom within the Municipality's jurisdiction.*Monitor the total load curve and optimize load control to prevent penalties from Eskom tariff.*Provide technical support to stakeholders with enquiries regarding electrical engineering specifications, requirements and regulations.*Attend to all complaints from the public and identify problems through inspections and oversee that the complaints are solved.*Review the final electrical engineering file and prepare review notes, to resolve electrical matters that were not completely addressed by the team.* Conduct quality assurance reviews across teams to ensure that all work conducted is to standard *Knowledge of Municipal laws and regulations

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.

ELECTRICAL INFRASTRUCTURE DEVELOPMENT DIVISION

1X MANAGER ELECTRICAL INFRASTRUCTURE DEVELOPMENT (Ref: 5/3/4/5/32) RE-ADVERT

Salary scale: R 738 343.42 per annum (post level 03)

Requirements: *Grade 12 *B Degree in Electrical Engineering or Equivalent *Government Certificate of Competency as an Electrical Engineer * Valid Code B Driver's License *Minimum of five years engineering related experience.

Responsibilities:*Manage the implementation and smooth running of infrastructure projects by recording all problems and achievements.*Manage operational and maintenance duties in the most effective and efficient manner.*Develop and implement section's operational plans to ensure improved service delivery and alignment with the department's plans.*Support implementation of the appropriate applications and /or analyse and synthesize relevant information to support detailed physical planning.*Manage procurement processes involved in the section for acquisition of services from Contractors, Suppliers, and Other service providers by compiling scoping reports, advertising tenders or seeking quotations.*Draft monthly report on the expenditure of the budgets and of the operators by recording all problems and achievements.*Facilitate smooth communication amongst all stakeholders in the infrastructure services provision sector within the municipality.*Communicate and meet regularly with

stakeholders to discuss the operations.*Determine staff levels and prepare motivation for the filling of vacancies to complete functional objectives and requirements.*Evaluate individual and team performance and address deviations from agreed performance indicators *Knowledge of Municipal laws and regulations

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.

DEPARTMENT OF COMMUNITY SERVICES

TRAFFIC AND LICENSING SECTION

1 x CHIEF TRAFFIC LICENSING OFFICER REF: (5/3/4/2/8)

Salary scale: R576 543.17 –R605 744.88 per annum (post level 04b)

Requirements: Grade 12 *National Diploma in Transportation or ITO111 Diploma: Traffic Management *Computer literate *Knowledge of Project Management and Performance Management will be an added advantage *Valid Driver's Licenses, Code EC, A *8 years in Traffic/Licensing and Testing of which 3 years at supervisory level *No criminal record.

Key Performance Area: *In order to ensure acceptable levels of quality and performance are maintained *General maintenance standard monitored and appropriate corrective measures executed *Supervision and monitoring of personnel, services and the status/ general condition of the Traffic section, by: *Ensuring that employees are familiar with performance standards *Implementing corrective and motivational action *Conduct functional meetings with immediate subordinates *Allocating work to reporting staff *In order to ensure the performance of activities and productivity to enable the unit to meet its service delivery objectives, plan, manage and co-ordinate the performance of administrative and human resources related activities, by: *Verifying and completing time sheets of reporting staff by inspecting and recording normal hours and overtime worked *Verifying and recommending applications for leave for authorization by supervisor *Verifying and authorizing vehicle log sheets completed by reporting staff *Compiling stand-by lists and duty and leave rosters *Addressing reporting staff grievances and referring relevant grievances to supervisor

Control over expenditure and income of the various sections by means of policy and budget management strategy, by: *Manages and controls income and expenditure according to approved budget *Utilize staff and equipment to optimal productivity *Budgeting for all traffic stationary and TCS contract *Controls allowances and favours with traffic offences and representation *Compile inputs for the capital and operations budget for the section

Key Competencies: "Self-discipline * Interpersonal skills *Attention to details *Leadership skills.

DEPARTMENT: DEVELOPMENT PLANNING

SPATIAL PLANNING AND LAND USE MANAGEMENT

2 X TOWN & REGIONAL PLANNER - REF: (5/3/4/9/8)

Salary Scale: R576 543.17 – R605 744.88 per annum (post level 4b)

Requirements: *Grade 12 *B-Degree/B-Tech in Town and Regional Planning or Equivalent *Minimum 4 years' working experience in spatial planning and land use Management *A valid Code B Driver's License *Computer Literacy *Experience in serving as a member of a development tribunal will serve as an added advantage *Ability to display adequate understanding of NDP, Spatial Rationale and SDFs *Registration with relevant bodies would be an added advantage

Key performance areas:*Processing, evaluation and recommendation in report format of applications received for development such as township establishment, change of land use, subdivisions, consolidations, etc. to supervisor *Processing, evaluation and recommendation in report format of applications received for development such as township establishment, change of land use, subdivisions, consolidations, etc. to supervisor *Processing, evaluation and recommendation in report format of applications received for development such as township establishment, change of land use, subdivisions, consolidations, etc. to supervisor *Processing, evaluation and recommendation in report format of applications received for development such as township establishment, change of land use, subdivisions, consolidations, etc. to supervisor *Assist in negotiating contractual agreements (i.e. Deeds of Sale, Lease and Donation Agreements) related to land development or use of Council property, with parties such as developers, residents, sport clubs, government parastatals *Liaise with Councilors, professional, specialists, public, relevant government Departments and technical departments including receive and responding to complaints and enquiries regarding town planning aspects *Assess site development plans and building plans in terms of town planning scheme requirements and recommend for either approval or refusal *Report to Assistant Manager: Spatial Planning

Key Competencies: *Effective verbal communication *Excellent interpersonal and facilitation skills which include negotiation and conflict management *Report writing skills *Honesty and Integrity *Able to work within a team, under pressure and within set out time limits *Report writing skills *Good communication and interpersonal skills *Attention to detail

1 x GIS Officer - Ref: (5/3/4/9/40)

Salary Scale: R428 385.28 – R473 014.28 per annum (post level 06)

Requirements: *Grade 12 *National Diploma in Geographical Information Systems /Cartography/Geometrics or equivalent *3 years' relevant experience *At least a valid code 08 driver's license *Relevant end user database experience

Key performance areas:*Perform data capture and analysis for GIS product *Attend to user enquiries with regard to GIS *Support in the development of a work plan for complex projects *Collect, update, manipulate and maintain GIS data *Perform proactive maintenance, trouble shooting, tuning and planning on GIS systems *Participate in the designing and development of the geospatial database *Responsible for the collection and conversion of mapping resources and data *Support the daily input and editing of municipal infrastructure

Key competencies: *Honesty and Integrity*Report and writing skills *Able to work within a team, under pressure and within set out time limits *Report writing skills *Good communication and interpersonal skills *Attention to detail.

WATERVAL REGIONAL OFFICES

1 X SATELLITE OFFICER VLEIFONTEIN – REF: (5/3/4/5/55) {RE ADVERT}

Salary Scale: R428 385.28 – R473 014.28 per annum (post level 06)

Requirements: *Grade 12 *National Diploma in Public Administration or relevant qualification *Minimum 3 years' experience *A valid Code B driver's License and Computer Literacy *Certificate in Municipal governance shall serve as an added advantage.

Key performance areas:*Manage, administer and oversee the infrastructural facilities of Vleifontein Services to ensure that facilities are effective and efficient *Manage and promote liaison between the community and represented departments at Vleifontein 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 *Report to the Administrator

Key Competencies:*Presentation and facilitation skills *Time management *Communication skills *Report writing skills *Good personality to communicate with the consumers and members of the public

LUVUVHU REGIONAL OFFICES

CORPORATE SERVICES

1X PUBLIC PARTICIPATION OFFICER Ref: (5/3/4/8/39) RE-ADVERT

Salary Scale: R428 385.28 – R473 014.28 per annum (post level 06)

Requirements: *Grade 12 *National Diploma in Public Administration/Political Science or relevant qualification. *Valid Code B drivers' licence *Minimum 2 Years relevant experience.

Key Performance Area:*Monitor ward committee functionality within the municipality and the meetings as per schedule *Coordinate and facilitate communication to the relevant departments with regard to service delivery issues that need intervention *Encourage community participation during events such as IMBIZO *Distribute the draft policies and by-laws to the relevant stakeholders on time * Arrange public participation meetings in liaison with the local municipalities *Monitor submission of ward committee monthly report *Coordinate and facilitate communication to the relevant departments with regard to service delivery issues that need intervention * Interpretation of Local Government statutes

Key Competencies: Interpersonal skills*Communication skills*Supervisory skills and Managerial 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 delivers to 83 Krogh Street, Civic centre Makhado Municipality Louis Trichardt

For more information contact Manager Human Resource Mr Dagada N 015 519 3225 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

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: 09 February 2023

Closing Date: 28 February 2023

Notice No: 17/2023

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