



MAKHADO LOCAL MUNICIPALITY

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

DEPARTMENT OF BUDGET AND TREASURY

REVENUE DIVISION

ASSISTANT ACCOUNTANT: PROPERTY RATES AND CLEARANCE Ref: (5/3/4/9/49)

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

Requirements: *Grade 12 *National Diploma in Accounting or Equivalent *Minimum three (3) Years related experience.

Responsibilities: *Responsible for the issuing on necessary clearance certificates *Make sure that all the related debtors occur on the clearance print-out *Make sure of stand portions *Enter all the details of the attorney, the buyers and the period requested for the clearance *Receive applications for clearance figures from the attorney *New reference number and account number must be written in the meter books *An account number is automatically provided for the new owner *Provide statistics for CFO quarterly report *The transfer is updated on our computer systems at debtors supply and discontinue of services at the transfer of owner option *Engage in communication, dialogue with public and employees on all levels, either personally, telephonically or in writing about accounts, services rendered, complaints and to identify trends for the improvements of the service delivery.

Key Competencies: *Communication skills *Computer literacy *Interpersonal skills.

DEPARTMENT OF DEVELOPMENT PLANNING

HUMAN SETTLEMENT, PROPERTIES AND BUILDING CONTROL DIVISION

SENIOR ADMINISTRATIVE OFFICER Ref: (5/3/4/9/17)

Salary Scale: R 511 022.17 - R 564 398.01 per annum (post level 05)

Requirements: *Grade 12 *National Diploma in Public Administration or Equivalent *Minimum three (3) Years related experience.

Responsibilities: *Coordinate the process of application for land use *Review applications to ensure compliance with housing guidelines and legislation *Conduct research on housing applications *Coordinate with amendments, updates to community land use by-laws and plans *Coordinate the allocation of RDP houses *Verify and scrutinise successful applications *Conduct site inspection and compile report *Verify records of Human settlement *Coordinate the filing system for the component *Coordinate registers and statistics *Maintain the human settlement database *Maintain records of land use and areas for potential *Review applications to ensure compliance with housing guidelines and legislation

Key Competencies: *Communication skills *Computer literacy *Interpersonal 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 Human Resource Office @ Mr Muofhe A.P 015 519 3121 or Ms Hlangwane F S 015 519 3127

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.

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Closing Date: 29 November 2023

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