

NATIONAL ADVERT



Makhado Municipality which adheres to the objectives of Employment Equity Plan, wishes to invite applications from suitably qualified persons to fill the under-mentioned vacancies:

OFFICE OF THE MUNICIPAL MANAGER

Internal Audit Division

1 x Manager: Internal Audit - Ref: (5/3/4/3/65)

Salary Scale: R523 163.87 (fixed) Per annum excluding benefits

Requirements: *Grade 12 *B degree/National Diploma in Internal Auditing/Accounting or equivalent *A minimum of five (5) years auditing experience at management level *An extensive knowledge in risk assessment, internal controls, internal audit procedures, general recognised accepted accounting practices and financial systems *Attach proof of no criminal record regarding criminal offences with an element of dishonesty *The following will serve as an added advantage: knowledge of local government legislations *knowledge in GRAP *CA or CIA qualification or completed articles

Key performance areas: *Direct, organize and lead the internal audit team *Conducting internal audits in terms of the requirements of the MFMA *Develop audit strategies and risk-based internal audit plans in line with the organisational vision, mission and strategic objectives *Facilitate risk assessment in all business units in the organisation *Develop, maintain and review internal audit charters *Evaluate the adequacy and efficiency of all internal controls and operating processes on a continuous basis *Guide special investigations into irregular activities *Manage the resources of the Division *Report to the Municipal Manager

Key competencies: *Strong leadership *Ability to communicate on all levels in the organisation *Communicate and Project Management skills *Negotiation skills *Presentation, Analysis, Evaluation and Assessment skills *Interpersonal skills *Verbal and report writing skills

DEPARTMENT: CORPORATE SERVICES

Human Resources Division

1 x Manager Human Resources - Ref: (5/3/4/8/11)

Salary scale: R523 163.87 (fixed) per annum (post level 1)

Requirements: *Grade 12 *B-Degree/National Diploma in Human Resources Management or Public Administration/Management *Computer literate *At least Valid Code B Driver's License *Minimum of five years relevant experience on management level *Certificate in Executive Leadership and Development Programme in Local Government *Attach proof of no criminal record regarding criminal offences with an element of dishonesty *Preference will be given to candidates with experience of HR functioning and acting at a municipal environment

Key performance areas: *Manage the key performance areas and indicators associated with the provision of the effective Human Resource Management functions and activities as required by Local Government Municipal Systems Act, No 32 of 2000 *Conversant with the employment legislations and regulations together with the South African Local Government Bargain Council Collective Agreements and SALGA HR Strategies *Apply management strategies to manage the Workplace Skills Plan *Develop, review and implement the HR Strategies, Workplace Skills Plan, Employment Equity Plan and HR Policies , Human Resources Information Management System and other strategic documents in the HR Division *Managing resources under HR Division *Report to the Director Corporate Services

Key Competencies: *Conflict management *Interpersonal skills *Management of stakeholders, relations and negotiation skills *Extensive experience in information provision and presentation *Attention to detail *Good communication skills *Honesty and Integrity

(Legal Services Division)

1 x Manager Legal Services - Ref: (5/3/4/2/58)

Salary scale: R523 163.87 (fixed) per annum (post level 1)

Requirements:*Grade 12 *B-Degree in Law *Computer literate *At least valid Code B Driver's License *Minimum of five (5) years experience at local government corporate legal environment or as a legal practitioner *Attach proof of no criminal record regarding criminal offences with an element of dishonesty *Ability to represent the municipality in dispute resolution forums i.e. Disciplinary Tribunal, CCMA and Bargaining Council etc. *A post graduate qualification in Labour Law and an admission as an Attorney or Advocate with pupillage shall serve as an added advantage

Key performance areas: *Manage the key performance areas and indicators allocated to the Legal Division by providing legal advisory services, legislative drafting, litigation management and contract drafting as well as a Labour Relations *Manage and maintain the Municipal Code, Policy Register and Litigation Register *Maintain the Panel for the appointment of external legal service providers consistent with the Municipal Supply Chain Management Policy *Review and certify contracts to be concluded by the Municipality *Research and continuously advice on matters of the organization legal compliance *Report to the Director Corporate Services

Key Competencies: *Ability to analyse and research large volumes of documents *Attention to detail *Decisive, persuasive and negotiations skills *Honesty and Integrity *Able to work under pressure, within a team and within set time limits *Ability to communicate at all levels

Administration and Council Support

1 x ICT Technician: Security Specialist - Ref: (5/3/4/9/25)

Salary Scale: R343 540.92 – R379 423.47 per annum (Post level 05)

Requirements: *Grade 12 *B-Degree/National Diploma in Information Technology *Qualification in A+, N+ and MCSE (Microsoft Certificate Network Administrator) will be an added advantage *A minimum of 3 years relevant experience *A valid Code B drivers' licence *Attach proof of no criminal record regarding criminal offences with an element of dishonesty

Key performance areas: *To manage: ICT Enterprise Security Strategy, Security Aspects of the Networks and Systems, Security Compliance and ICT Recovery for the Municipality *Report to Manager: Administration and Council Support

Key Competencies: *Good communication and human relations skills *Attention to details *Must be able to work under pressure, and within set time limits and in a team

DEPARTMENT: COMMUNITY SERVICES

Parks and Recreation Section

1x Horticulturist - Ref: (5/3/4/4/59)

Salary Scale: R343 540.92 – R379 423.47 per annum (Post level 05)

Requirements:*Grade 12 *B-Degree/National Diploma in Horticulture/ Parks and Recreation Management *Computer literate *Experience in horticulture within local government environment will serve as a recommendation*Code B driver's license *A minimum of 3 years' experience

Key performance areas: *To effectively manage the horticulture function in the relevant sub-section in order to provide green, clean, well maintained sport fields and safe open spaces for residents *Execute all administrative duties delegated to him/her to ensure effective management of the sub-section *Responsible for the safe keeping of tools and equipment *Report to Manager Community Services

Key Competencies: *Communication skills *Attention to Details *Negotiation and leadership skills *Able to work under pressure, within a team and within set down time limits

Traffic and Licensing Section

1 x Senior Licencing Officer - Ref: (5/3/4/7/10)

Salary scale: R303 538.56 - R335161.08 per annum (post level 06)

Requirements: *Grade 12 *Diploma in Public Administration/Management *Computer literacy *A Valid Code B Driver's License *Three years relevant experience *Attach proof of no criminal record regarding criminal offences with an element of dishonesty

Key performance areas:*Supervision of the staff reporting to him/her within the Registering Authority *Allocation of duties to reporting staff within the Registering

Authority *Checking of the work performed by reporting staff *Compilation of weekly and monthly reports *Keeping various Registers for various Transactions within the Registering Authority *Ensuring compliance by reporting staff with the eNaTIS Security Policy, National Legislation/Council Policies/By-laws and internal procedures *Ensuring availability of all required materials and equipment at all times for the smooth running of the Registering Authority *Communication and liaison with external and internal Stakeholders to identify the training needs *Reporting of any illegal activity taking place within the Registering Authority to the Chief Licensing Officer *Resolution of problems reported to him/her by members of the public/clients and reporting staff *Resolution of administrative queries within reasonable standard time lines *Report to Chief Traffic Licensing Officer

Key Competencies: *Attention to details *Good communication skills *Managing Stakeholder Relations *Able to work under pressure, within a team and within set time limits

1 x Superintendent Traffic - Ref: (5/3/4/7/6)

Salary scale: R303 538.56 - R335161.08 per annum (post level 06)

Requirements: *Grade 12 *Traffic Officers Diploma *ITO II *A Valid Code B Drivers' License *Computer literacy *3 years of appropriate traffic management experience *No criminal record *Added advantage B-Degree or National Diploma in public admin or Law enforcement *Attach proof of no criminal record regarding criminal offences with an element of dishonesty

Key performance areas:*Co-ordinate specific traffic and law enforcement sequences and attends to the general applications and interventions associated with the functionality in order to ensure adequate guidance and support is made available to employees with respect to comprehending and understanding organizational and legislative procedures related to traffic and law enforcement *Direct supervision and monitoring of personnel, services and the status/ general condition of the Traffic section, by Conduct functional meetings with immediate subordinates *Allocating work to reporting staff *Supervise the utilisation of resources *Draws up duty rosters and standby rosters *Pre plans law enforcement projects for the following month *Plans daily utilisation of staff and patrols *Plans for special services, e.g. races, marches, etc. on request by the supervisor *Report to Chief Traffic Licensing

Key Competencies: *Attention to details *Good communication skills *Able to work under pressure, within a team and within set time limits *Managing of Stakeholders Relations

DEPARTMENT BUDGET & TREASURY

Expenditure Division

1 x Manager Expenditure - Ref: (5/3/4/3/51)

Salary scale: R523 163.87 (fixed) per annum (post level 1)

Requirements:*Grade 12 *B-Degree in Accounting *Computer literate *Extensive practical knowledge of Local Government Legislation particularly the MFMA, Supply Chain Regulations and GRAP *At least valid Code B Driver's License *Minimum of

five (5) years municipal experience at management level *Attach proof of no criminal record regarding criminal offences with an element of dishonesty. *MFMP/CPMD will be added advantage.

Key performance areas:*Ensuring that all financial transactions are captured and updated *Assist in preparing the financial statements in the prescribed format in time and inform the Auditor General that the statements are ready for audit *Ensuring that all loan registers are maintained and reconciled *Execute budget administration and control: Expenditure Division *Provide monthly reports *Compiles the expenditure budget for the Municipality *Monitors actual expenditure and budgeted expenditure *Ensures reporting of expenditure related issues *Ensuring that all creditors are paid timeously *Ensuring that salaries, wages deductions are paid *Ensuring that interest and redemption payments on loans are made *Ensuring that insurance premiums are paid *Ensuring that contributions to funds are processed *Taking control of all facets of Municipality's Expenditure as outlined in the Municipal Finance Management *Ensuring compliance with all National regulations regarding Municipality's expenditure *Maintaining Financial Data Integrity *Quality control of financial reporting *Ensuring value for money in Municipality procurement including negotiation with Suppliers *Management of computerized Finance Systems *Management of subordinates *Effective and efficient functioning of the Department, including reports, budgets, meetings, admin correspondence *Implement inventory central processes including inventory management plans *Report to Chief Financial Officer

Key competencies: *Strong leadership *Ability to communicate at all levels in the organisation *Project Management skills *Negotiation skills *Presentation, Analysis, Evaluation and Assessment skills *Interpersonal and relationship *Verbal and report writing skills

Budget and Treasury Division

1 x Manager Budget - Ref: (5/3/4/3/58)

Salary scale: R523 163.87 (fixed) per annum (post level 1)

Requirements: * B-Com Degree and completed accounting articles. Proven knowledge of Caseware system also required. *Computer literate *Extensive practical knowledge of Local Government Legislation particularly the MFMA and GRAP*At least valid Code B Driver's License *Minimum of five (5) years municipal experience at management level. *MFMP/CPMD will be added advantage.

Key performance areas:*Analyzes a variety of financial information e.g. revenues, expenditures, cash management, cost projections, insurance, etc. *Assists a variety of external agency personnel e.g. auditors, grant representatives, regulatory agency staff, etc. *Compiles data from a wide variety of sources e.g. staff, public agencies *Conducts internal audits like general and special funds *Directs department operations, the maintenance of services for the purpose of achieving organizational objectives and ensuring compliance with legal, financial within established time frames *Maintains a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, student activities, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail *Monitors budget allocations, expenditures, fund balances and related financial activities for

the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed *Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions *Prepares a wide variety of materials like annual budgets, financial statements, and reports for the Auditors *Prepares financial statements and footnotes for the purpose of showing compliance to the auditors *Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls *Researches financial topics and related legal issues (e.g. discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on municipality's' operations *Report to the Chief Financial Officer

Key competencies: *Strong leadership *Ability to communicate at all levels in the organisation *Project Management skills *Negotiation skills *Presentation, Analysis, Evaluation and Assessment skills *Interpersonal and relationship *Verbal and report writing skills

1 x Accountant Bank Reconciliation & Cash Flow - Ref: (5/3/4/3/48)

Salary Scale: R343 540.92 – R379 423.47 per annum (post level 05)

Requirements:*Grade 12*B-Degree/National Diploma in Accounting *At least 3 years related experience *Computer literacy *Valid Code B Driver's License *Attach proof of no criminal record regarding criminal offences with an element of dishonesty. *MFMP/CPMD will be added advantage.

Key performance areas: *Perform Bank reconciliations of Municipality's Bank Accounts *Receive cash flow report on all spending *Consults directorates/department heads in respect of expected cash flow (Capital Expenditure, etc.) *Submits Cash flow statements monthly to the Treasury Management Team, Council and National Treasury *Capturing new investments and calculate interest received *Update Investment Register to reflect current position *Manages investment portfolio *Maintain a register reflecting all investments specifying purpose of investment, institution where invested, interest rate, interest earned, type of investment, balance, and vote allocations for capital and interest earned *To communicate with regional administrators to ensure that money collected are captured and banked on time *Report to Manager: Budget

Key Competencies: *Interpersonal skills *Communication skills *Report writing skills *Attention to detail *Able to work under pressure and within set time limits *Honesty and integrity

Supply Chain Management Division

1 x Accountant: Supply Chain Practitioner Contract Management – Ref: (5/3/4/3/57)

Salary Scale: R343 540.92 – R379 423.47 per annum (post level 05)

Requirements: *Grade 12*B-Degree/Diploma in Supply Chain Management or equivalent.*At least 3 years relevant experience in supply chain performance management *Knowledge of MFMA and Treasury Regulations A *Valid code B

driver's licence *Computer literate *Attach proof of no criminal record regarding criminal offences with an element of dishonesty. *MFMP/CPMD will be added advantage.

Key performance areas:*Assist with the drafting of contracts and service level agreement *Perform contractual and general administrative duties as required by the unit *Manage contract administration and the contract database *Conduct supplier performance assessment consultation meeting with project managers and assist with the collection of contract and supplier performance information as well as verification of the completeness of supplier performance register *Assist with contractual related matters including terms and conditions of specifications/terms of reference/notices/amendments and exit provisions *Report to Manager: Supply Chain Management

Key Competencies: *Communication skills *Management of Stakeholders *Attention to detail *Planning and decision making skills *Interpersonal relations skills *Ability to work under pressure, within a team and within set time limits *Be self-motivated *Honesty and Integrity *Report writing skills

Assets Division

1 x Accountant Immovable Asset Management - Ref: (5/3/4/3/18)

Salary Scale: R343 540.92 – R379 423.47 per annum (post level 05)

Requirements:*Grade 12*B-Degree/National Diploma in Accounting *At least 3 years' experience in Infrastructure and GRAP *At least Code B Drivers' License *Computer literate *Attach proof of no criminal record regarding criminal offences with an element of dishonesty. *MFMP/CPMD will be added advantage.

Key performance areas:*Plans and manages activities and resources of the section by allocating resources to different teams as per needs identified in order to meet priorities *Determining resources (people, equipment) necessary to perform scope of work by considering current utilisation level reports and with inputs from reporting staff *Manages and controls specific accounting procedures associated with immovable asset acquisition and disposal *Preparing motivation for write-off and sale through auction or other prescribed means of disposal of immovable assets exceeding the allowable life cycle and coordinating the outcomes and accounting sequences thereof *Manage and administer Municipality's insurance portfolio by ensuring that all Municipality's immovable assets are insured *Ensure all losses of Municipal property and liability claims against Municipality is accounted for by means of insurance claims *Report to Manager: Assets

Key Competencies: *Communication skills *Management of Stakeholders *Attention to detail *Planning and decision making skills *Interpersonal relations skills *Ability to work under pressure, within a team and within set time limits *Be self-motivated *Honesty and Integrity *Report writing skills

1 x Accountant: Disposal Management - Ref: (5/3/4/4/109)

Salary Scale: R343 540.92 – R379 423.47 per annum (post level 05)

Requirements:*Grade 12 *B Degree/National Diploma in Accounting *At least 3 years' relevant experience *Computer literate*At least Code B Drivers' License

*Attach proof of no criminal record regarding criminal offences with an element of dishonesty. *MFMP/CPMD will be added advantage.

Key performance areas:*To provide an effective and efficient management function to Immovable Asset Management section in accordance with current legislation by attending to the verification, reporting, processing and reconciliation of immovable asset management, guiding and developing personnel on the processing sequences and controlling the effective implementation recordkeeping and data management procedures to facilitate recovery/ retrieval of accounting information* Manages and controls specific accounting procedures associated with asset acquisition and disposal *Update the assets register on a daily basis *Coordinate the movement of assets with the intuition *Updating of the office inventory list and facilitate the signing thereof*Reconciliation of the assets additions schedule to the system*Reconciliation of assets on system* Prepare a stocktaking or Verification plan *Report to Manager: Assets

Key Competencies: *Communication skills *Management of Stakeholders *Attention to detail *Planning and decision making skills *Interpersonal relations skills *Ability to work under pressure, within a team and within set time lines *Be self-motivated *Honesty and Integrity *Report writing skills

1 x Fleet Officer - Ref: (5/3/4/4/110)

Salary Scale: R303 538.56 - R335161.08 per annum (post level 06)

Requirements:*Grade 12*National Diploma in Transport or Logistics *At least 2 years' experience *Computer literate*A valid Code B Drivers' License *Attach proof of no criminal record regarding criminal offences with an element of dishonesty.

Key performance areas:*Development and maintenance of fleet management policy and procedures *Ensures the proper completion and administration of records and returns (records management) by ensuring amongst others that the vehicle log sheets are kept accurately for all vehicles*Analysing of fleet management report to management on fleet management matters*To make sure that all vehicles are insured and processing motor vehicle accidents*Manage the verification, spot checks and disposal of the fleet*Co-ordinates the administrative support associated with tenders*Monitor analyses and control the utilization of fuel of all municipal vehicles*Co-ordinates the licensing administration of council 's fleet*Manage the conversion of traffic fines and summons*Manage the budgeting, purchasing and the utilization of departmental fleet*Monitor service level agreement and lease contract including rentals *Report to Manager: Assets

Key competencies:*Attention to details *Good communication skills *Able to work under pressure, within a tema and under set out time limits *Stakeholders Management *Honesty and Integrity *Report and writing skills

DEPARTMENT: DEVELOPMENT PLANNING

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

Salary Scale: R408 517.97 – R429 209.27 per annum (post level 04)

Requirements:*Grade 12 *B-Degree/National Diploma in Geographical Information Systems /Cartography/Geometrics *4 years' relevant experience *At

least a valid code 08 driver's license *Computer literacy with special emphasis on Ally CAD, Arc Map and ArcView 92 Packages *Relevant end user database experience

Key performance areas:*Plan, leads organize and controls the GIS Sub Section by control the filling of completed projects information and other technical information *Perform data analysis and specifying report formats *Compilation of maps and digital data for issuing ie contours Orthophoto's and DTM's from services register to internal and external parties *Assist the town planner with the control and operations pertaining to central plotting facility *Present data and draught of plans (GIS) *Attends all internal and external meetings as required for the purpose of enhancing the organizations GIS status, both locally and regionally *Report to Manager: Spatial Planning

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

2 x Town & Regional Planner - Ref: (5/3/4/9/8)

Salary Scale: R408 517.97 – R429 209.27 per annum (post level 4)

Requirements: *Grade 12 *B-Degree/Diploma in Town and Regional Planning coupled with 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

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 Councillors, 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 Survey Technician - Ref: (5/3/4/5/35)

Salary Scale: R303 538.56 - R335161.08 per annum (post level 06)

Requirements: *Grade 12 *National Diploma in Land Survey/Cartography
*Minimum 2 years' working experience *A valid Code B Driver's License *Computer Literacy *Able to work in densely bushy areas

Key performance areas:*Monitor and supervises activities of staff by developing standards for performance or instructing reporting staff to do so in order to ensure standardization of performance levels and operations *Demarcation of sites in rural areas*Identifications of iron pegs in townships/beacon relocation *Co-ordinating the detailed development and surveys and designed schemes using specialized application to calculate, estimate and determine land survey details and associated technical specifications *Report to Assistant Manager: Spatial Planning

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

DEPARTMENT: TECHNICAL SERVICES

(Civil Engineering Roads and Storm water)

1 x Manager Civil Engineering - Ref: (5/3/4/4/50)

Salary scale: R523 163.87 (fixed) per annum (post level 01)

Requirements:*Grade12*B-Degree/National Diploma in Civil Engineering
*Computer literate*At least valid Code B Driver's License *Minimum of five (5) years experience at managerial level *Registration as Civil Engineer/Technician with the relevant recognized professional body *Attach proof of no criminal record regarding criminal offences with an element of dishonesty

Key performance areas:*Manage the resources:*financial, human, equipment and the related municipal assets *Develop maintenance and operational plans for building control, Roads and Storm-water, mechanical workshop and water services (retail only) sections * Manage the implementation of capital projects including MIG programme *Participate actively in the process of IDP development *Reporting to Council, Provincial Sector Departments and National Departments on the implementation of service delivery programme*Develop service improvement plan Management of the performance of the division and perform other ad-hoc tasks as may be delegated by the head of the Department *Good knowledge of the built environment and the relevant legislation; good report writing and communication skills; knowledge on municipal legislation; knowledge on procurement processes in line with Supply Chain Management Policy; understanding of IDP planning processes; knowledge of the Municipal Infrastructure Grant Programme and Expanded Public Works Programme (EPWP) *Report to Director Technical Services

Key Competencies:*Excellent networking skills and the ability to work in a team*Strong people management skills*Planning and decision making skills*Good Communication skills (Written and Verbal) as well as project management skills

1 x Superintendent Civil & Maintenance - Ref: (5/3/4/4/35)

Salary Scale: R343 540.92 – R379 423.47 per annum (post level 05)

Requirements: *Grade 12 *B-Degree/National Diploma in Civil Engineering *3 years' experience *Computer literate *Code B Driver's License *Relevant Trade Test / Registration as a Civil Engineer/Technician with the relevant recognised professional body *Attach proof of no criminal record regarding criminal offences with an element of dishonesty

Key performance areas:*Co-ordinates tasks/ activities associated with the implementation of procedures, monitoring and reporting on maintenance of roads and building infrastructure *Assessing the adequacy of procedures, systems and controls associated with vehicle, plant, equipment, material availability and utilisation *Evaluating current security, safety measures and correcting deviations from set procedure *Inspecting facilities and surroundings *Arranging for defects and/or maintenance requirements to be attended to *Approving and/or verifying adjustments or amendments to operating, administrative and/or reporting sequences/ practices at the Depot *Investigating accidents/incidents with a view to accurately describing/ detailing sequences to facilitate reporting/updating of registers and records *Participating in operational discussions/meetings and elaborating/presenting factual information to support the status of activities, progress/constraints/quality and cost dimensions associated with current maintenance programmes or urgent works *In order to ensure laid down procedures and guidelines associated with the operations of the Depot are implemented, deviations promptly attended to and corrected to enable compliance with statutory and regulatory requirements *Plans, prioritizes and schedules roads and storm-water project and maintenance work *Communicating with the immediate superior and establishing technical details/specifications and requirements for specific projects and related maintenance works *Analysing financial resource requirements against project scope and time frames with a view to optimizing utilisation, achieving cost effectiveness and input into the preparation of budgets *Preparing resource allocation schedules (cost, material and time spread) and priority programmes for execution and, conducting briefing sessions with specialist/ supervisory personnel and/ or contractors, explaining requirements and outcomes *Responding to urgent/unscheduled work requests, allocating resources *Report to Manager: Civil Engineering

Key Competencies: *Be able to deal with emergencies *Be able to plan properly and amend the operational plan *Systematic approach to things as they come to solve them in an acceptable manner *Supervision of staff

1 x Assistant Superintendent Building Maintenance - Ref: (5/3/4/3/92)

Salary Scale: R303 538.56 - R335161.08 per annum (post level 06)

Requirements: *Grade 12 or NQF Level 4*N3 Qualified Artisan *2 years' relevant experience *Code B Driver's License *Must be in good health *Relevant Trade Test/Registration as a Civil Engineer or Technician with the relevant recognised professional body

Key performance areas:*Supervising all carpentry work, plastering and painting work are done to prescribed standards*Maintains building systems efficiency through the implementation of planned preventative and routine maintenance sequences and attends to disruptions in operations *Inspecting buildings or structures and surroundings and arranging for defects and/or maintenance

requirements to be attended to*Evaluating damage to buildings and costing of maintenance work to buildings and structures*Ensuring that work carried out is completed to the correct specifications and to the expected quality* Checking all time sheets are filled in correctly *Completing instructional/operational documentation (vehicle log sheets; overtime schedules; travel claims) extracting information from field reports/activity lists and forwarding for approval and processing *Report to Superintendent: Building & Maintenance

Key Competencies: *Be able to deal with emergencies *Be able to plan properly and amend the operational plan *Systematic approach to things as they come to solve them in an acceptable manner *Supervision of staff skills *Project Management Skills

Electrical Engineering: Maintenance & Operations

1 x Superintendent: Urban – Ref: (5/3/4/5/32)

Salary Scale: R343 540.92 – R379 423.47 per annum (post level 05)

Requirements: *Grade 12 or NQF Level 4 *N6/National Diploma in Heavy Current Electrical Engineering *Valid ORHVS certificate and Qualified Electrician *HV regulation certificate (3PH wireman’s licence) *Computer literacy *Must be able to perform senior standby duties *Minimum of 3 years’ relevant experience *Must be a normal person with good health *Valid Code EB Drivers’ License

Key performance areas:*Maintain all urban substations, cubicles and cables to houses using financial budget *Inspect the electrical conditions of installations for planned maintenance *Random inspections of work where contractors and staff have been working and also ensure that all safety procedures have been followed *Determine what future work is required in order to ensure properly maintained Council urban network and public lighting *Liaise other with supply authority, local customers, other departments and public as required *Responsible for the control and safe execution of all MV switching operations in accordance with switching and operating regulations *Report to the Engineering Technician

Key Competencies: *Be able to deal with emergencies *Be able to plan properly and amend the operational plan *Systematic approach to things as they come to solve them in an acceptable manner *Supervision of staff skills

Waterval Regional Office

1 x Chief Traffic Licensing Officer - Ref: (5/3/4/2/8)

Salary scale: R360 181.60 – 378 424.73(fixed) per annum (post level 4)

Requirements: *Grade 12 *ITO11 *Traffic Officers Diploma *Computer literate *Knowledge of Project Management and Performance Management will be an added advantage *Valid Driver’s Licenses, Code C1 *Minimum of four years appropriate traffic management experience on senior level *Attach proof of no criminal record regarding criminal offences with an element of dishonesty

Key performance areas:*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 *Report to the Administrator

Key Competencies: "Self-discipline * Interpersonal skills *Attention to details *Leadership skills *Must be able to work under pressure, within a team and under set out time limits *Honesty and Integrity

DZANANI REGIONAL OFFICES

1 x Superintendent Traffic - Ref: (5/3/4/7/6)

Salary scale: R303 538.56 - R335161.08 per annum (post level 06)

Requirements: *Grade 12*Traffic Officers Diploma* ITO II*A Valid Code B Drivers' License*Computer literacy *Minimum of 2 years of appropriate traffic management experience *Attach proof of no criminal record regarding criminal offences with an element of dishonesty

Key performance areas:*Co-ordinate specific traffic and law enforcement sequences and attends to the general applications and interventions associated with the functionality in order to ensure adequate guidance and support is made available to employees with respect to comprehending and understanding organizational and legislative procedures related to traffic and law enforcement *Direct supervision and monitoring of personnel, services and the status/ general condition of the Traffic section, by Conduct functional meetings with immediate subordinates *Allocating work to reporting staff *Supervise the utilisation of resources *Draws up duty rosters and standby rosters *Pre plans law enforcement projects for the following month *Plans daily utilisation of staff and patrols *Plans for special services, e.g. Races, marches, etc. on request by the supervisor *Report to the Chief Traffic and Licensing

Key Competencies: *Attention to detail *Good communication skills *Able to work under pressure, within a team and within set out time limits

MULTIPURPOSE COMMUNITY CENTRE (Ha- Musekwa Ngundu)

1 x Centre Officer – Ref: (5/3/4/4/80)

Salary Scale: R303 538.56 - R335161.08 per annum (post level 06)

Requirements:*Grade 12 *Diploma in Public Administration or relevant qualification *2 years relevant experience in municipal environment *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 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 *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

MAKHADO LOCAL MUNICIPALITY

NB: SUCCESSFUL CANDIDATES MIGHT BE REQUIRED TO GO THROUGH A SECURITY CLEARANCE DEPENDING ON INHERENT REQUIREMENTS OF THE JOB

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 certified qualifications to: **The Municipal Manager, Private Bag X2596, Louis Trichardt, 0920 or Hand delivered to Civic Centre, 83 Krogh Street Louis Trichardt** Application Forms can be collected from Civic Centre at 83 Krogh Street **Louis Trichardt** or downloaded on www.makhado.gov.za

For more information contact **MS. NYALUNGU NB @ 015 519 3223 or MS. NS Nekhavambe @ 015 519 3225**

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 the application has not been successful

Publication Date: 5 December 2016

Closing Date: 28 December 2016

Notice No: 209/2016

Ref: 5/3/B

M J KANWENDO

ACTING MUNICIPAL MANAGER