



## MAKHADO LOCAL MUNICIPALITY

Makhado Local Municipality a dynamic equal opportunity and affirmation action employer hereby invites applications from suitable qualified candidates for the following positions.

### **DEPARTMENT: CORPORATE SERVICES**

#### **DIRECTOR: CORPORATE SERVICES: File No. 5/3/4/9/4**

This is a five years (5) fixed-term employment linked to a performance

**Total Remuneration Package:** will be in terms of General Notice No 351 of 2020 promulgated in Government Gazette No 43122 of 20 March 2020 which stipulates remuneration packages for Category 4 municipalities as follows:

Total Remuneration package: Minimum R972 648.00

Total Remuneration package: midpoint R1 108 275.00

Total Remuneration package: Maximum R 1 257 894.00

**Minimum Requirements:** \*Grade 12 Certificate.\* Bachelor Degree in Public Administration/Management, Law or Equivalent qualification. \*A valid Code B driver's license. **Added advantage.**\*Certificate Program in Municipal Development (CPMD) or Municipal Finance Management Program (MFMP) (Minimum competencies) or Executive Leadership Municipal Development Program (ELMDP) or Equivalent. – If the appointee has not yet attained the Minimum Competency Qualification in terms of Government Gazette No 29967 dated 15 June 2007, as amended in October 2018 he/she will be required as a condition of appointment to complete this training within a specific period of time.

**Experience:** \*Minimum of five (5) years proven relevant experience at Middle Management Level and have proven successful management experience in administration.

**Knowledge:** \*Good knowledge and understanding of relevant policy and legislation.\*Good Knowledge and understanding of institution governance systems and performance management. \*Good knowledge of corporate support services, including Human capital management, Legal services, Facilities management, Information communication technology and council support. \*Good knowledge of supply chain management regulations and preferential procurement policy framework Act, 2000 (Act No. 5 of 2000). \*Good governance. \*Labour Relations Act and other labour-related prescripts. \*Knowledge of law and human capital management. \*Knowledge of coordination and oversight of all specialized support functions.

**Duties:** \*Manage Labour Relations, Human Resource Management, ICT, Council Support and Axillary Services, Communication services and Special Programs. Provide strategic support and oversee the provision of support services in all Divisions within the Directorate. \*Develop, review and manage the implementation of Departmental strategies, plans, policies and procedure in line with national policy framework and guidelines. \*Provide strategic leadership in Human Resources strategy implementation and labor related matters \*Manage Corporate Services department's budget. \*Compile Directorate's monthly, quarterly, mid-term reports in line with the legislative requirements for Council and other organs of State. \*Lead and manage staff and all related matters.

## **DEPARTMENT: COMMUNITY SERVICES**

### **DIRECTOR: COMMUNITY SERVICES: File No. 5/3/4/6/17**

This is a five years (5) fixed-term employment linked to a performance

**Total Remuneration Package:** will be in terms of General Notice No 351 of 2020 promulgated in Government Gazette No 43122 of 20 March 2020 which stipulates remuneration packages for Category 4 municipalities as follows:

Total Remuneration package: Minimum R972 648.00

Total Remuneration package: midpoint R1 108 275.00

Total Remuneration package: Maximum R 1 257 894.00

**Minimum Requirements:** \*Grade 12 Certificate.\* Bachelor Degree in Public Administration or Management/Social Sciences and Law or Equivalent qualification. \* A valid Code B driver's license. **Added advantage.** \*Certificate Program in Municipal Development (CPMD) or Municipal Finance Management Program (MFMP) (Minimum competencies) or Executive Leadership Municipal Development Program (ELMDP) or Equivalent. – if the appointee has not yet attained the Minimum Competency Qualification in terms of Government Gazette No 29967 dated 15 June 2007, as amended in October 2018 he/she will be required as a condition of appointment to complete this training within a specific period of time.

**Experience:** \*Minimum of five (5) years proven relevant experience at Middle Management Level and have proven successful institutional transformation within public or private.

**Knowledge:** \*Good Knowledge and understanding of relevant policies and legislations. \*Good knowledge and understanding of institutional governance systems and performance management. \* Understanding of council operations and delegation of powers, as well as- Waste management and traffic management, Cemetery management, public safety, parks and recreation management.

**Duties:**\*Provide strategic guidance and leadership towards the rendering of Driver and Motor Vehicle licensing, Disaster Management Services, Traffic and Municipal by-laws Enforcement, Municipal Security services, Waste Management, Manage Departmental Budget in accordance with the IDP and SDBIP, Manage Cemeteries, Parks and Recreation facilities within the Municipal areas.

## **DEPARTMENT: TECHNICAL SERVICES**

### **DIRECTOR: TECHNICAL SERVICES: File No: 5/3/4/4/36**

This is a five years (5) fixed-term employment linked to a performance

**Total Remuneration Package:** will be in terms of General Notice No 351 of 2020 promulgated in Government Gazette No 43122 of 20 March 2020 which stipulates remuneration packages for Category 4 municipalities as follows:

Total Remuneration package: Minimum R972 648.00

Total Remuneration package: midpoint R1 108 275.00

Total Remuneration package: Maximum R 1 257 894.00

**Minimum Requirements:** \*Grade 12 Certificate. \*Bachelor of science Degree in Engineering/B Tech: Engineering or equivalent \* Registration with a professional body ECSA and a Certificate Program in Municipal Development (CPMD) or Municipal Finance Management Program (MFMP) (minimum competencies) will be an added advantage\* A valid Code B driver's license.\* Proficiency in Engineering Codes and Standards pertaining to Municipal Infrastructure Projects. Knowledge in electrical and civil services will be an added advantage. \*Computer literacy in MS Word, Excel, Project and PowerPoint.

**Experience:** \*Minimum of five (5) years proven relevant experience at Middle Management Level, or as programme/project manager and 3-4 years must be at professional/management level engineering management experience.

**Knowledge:** \*High level knowledge of project management, knowledge of infrastructure and civil engineering, decision-making capabilities, personnel motivation and leadership \* Local government legislative framework: Municipal Finance Management Act, Municipal Structures and Systems Acts, etc. \* Legal and policy frameworks in the Technical fields \* Financial and performance management reporting. \* Development of partnerships and management of stakeholder relations.

**Duties:** \*Develop, Implement, Monitor and control capital projects and contract administration. \*Accountable for planning, maintenance and control of efficiency in operating Municipal Electricity Services. \*Ensure the implementation of IDP strategic objectives of the department and the municipality. \*Ensure legal compliance in terms of Occupational Health and Safety Act and other relevant legislations. \*Manage Labor Intensive Projects in line with the Extended Public Works Programme (EPWP) framework and reporting requirements.\*Manage related Municipal Infrastructure Grant (MIG) Programs. \*Accountable for the development and maintenance of the Municipal roads and Infrastructure.

## **DEPARTMENT: DEVELOPMENT PLANNING**

### **DIRECTOR: DEVELOPMENT PLANNING: REF No: 5/3/4/9/5**

This is a five years (5) fixed-term employment linked to a performance

**Total Remuneration Package:** will be in terms of General Notice No 351 of 2020 promulgated in Government Gazette No 43122 of 20 March 2020 which stipulates remuneration packages for Category 4 municipalities as follows:

Total Remuneration package: Minimum R972 648.00

Total Remuneration package: midpoint R1 108 275.00

Total Remuneration package: Maximum R 1 257 894.00

**Minimum Requirements:** \*Grade 12 Certificate. \*Bachelor of Science Degree in Building Sciences/Architect/Bachelor Degree in Town & Regional Planning, Development Studies or equivalent.

**Experience:** Minimum of five (5) years' experience at Middle Management Level and have proven successful professional Developmental / Town and Regional Planning experience.

**Knowledge:** Good knowledge and understanding of relevant policy and legislation. Good understanding of institutional governance systems and performance management. Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act, No. 5 of 2000) Knowledge of geographical information systems and knowledge of spatial, town and development planning.

**Added Advantage:** Project Management Certificate or Diploma, Registration as a professional planner in accordance with the Planning Professions Act, 2002 (Act No. 36 of 2002).

In line with Local Government Regulations on appointment and Conditions of employment of senior managers of January 2014, He/ She must have capacity to provide Strategic direction and leadership, People management, Programme and project management, Financial management, Change and governance leadership, Moral competence, Planning and organizing, Analysis and Innovation, Knowledge and Information management, Communication, Results quality focus.

**Duties:** Management of the entire Development Planning Department. Compile and manage the Directorate's Capital and Operational Budget. Provision of GIS support and analysis and the undertaking of specific GIS related projects and initiatives. Co-ordination of housing functions in line with the Provincial and National policies on behalf of Provincial department. Developing and implementing Local Economic Development strategies to meet investment challenges. Establishing and managing contractual and other relationships with Government departments, Service Providers, Organized Business and other stakeholder bodies through integrated Development Planning; to ensure sustainable land use management.

**PLEASE NOTE:**

1. It will be expected of candidates to be subjected to through evaluations. Previous and current employers and references will be contacted. Verifications will be done on Qualifications and criminal records.
2. The candidate will be required to disclose all financial interest. Original qualifications certificates must be produced upon enquiry and before appointment.
3. Appointment is subject to the signing of an employment contract and performance agreement.
4. The candidates recommended for appointment to the post of Director must undergo a competency assessment.

Makhado Municipality is an equal opportunity employer upholding the Employment Equity Act

***NB: ALL SUCCESSFUL CANDIDATES WILL UNDERGO SECURITY CLEARANCE.***

Forward your application on the Council's prescribed application form for senior managers which can be downloaded from [www.makhado.gov.za](http://www.makhado.gov.za) or collected at 83 Krogh Street Civic Centre Makhado Municipality to the Municipal Manager with a comprehensive CV and certified copies of qualifications and identity document to the Municipal Manager Private Bag X2596, LOUIS TRICHARDT, 0920 or hand delivered to 83 Krogh Street Makhado Civic Centre. By **NO LATER THAN 16H00 ON FRIDAY 4/03/2022**

**APPLICATIONS SENT BY FACSIMILE/EMAIL WILL NOT BE ACCEPTED**

Enquiries can be directed to the Acting Director Corporate Services Mr N Dagada at telephone number 015 519 3225 or Acting Municipal Manager K M Nemaname at telephone number 015 519 3003. Council reserves the right not to make any appointment in the above mention post.

**PLEASE NOTE: APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED.**

**Publication Date:** 13/02/2022

**Closing Date:** 04/03/2022

**File No:** 5/3/B

**Notice No:** 21/2022

**MR K M NEMANAME  
ACTING MUNICIPAL MANAGER**

