



MAKHADO LOCAL MUNICIPALITY

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

DEPARTMENT OF CORPORATE SERVICES

HUMAN RESOURCE DIVISION

1x SENIOR ADMIN CLERK (PAYROLL) Ref: (5/3/4/2/71)

Salary Scale: R 390 116.86 – R 440 237.19 per annum (post level 7)

Requirements: *Grade 12 * National Certificate in HRM/Financial Management
*Minimum of two (2) years' experience.

Key Performance Area: *Effect the payments of all allowance in accordance with the necessary authority from pension funds, clerk of the courts and SARS
*Summaries all exception data from the timesheets onto excel spread sheets for processing and balancing purposes *Create salary and personal details in respect of new employees on the computerized payroll system*Receive of electronic billing from various medical aid *Check the monthly validation report with respect to all monetary value input as well as permanent and exception input and do a validation run to the UIF *Administration of housing Allowance, Travel Allowance, Medical Aid, UIF and SARS *Verify that leave forms of permanent unpaid sick employees have been submitted and authorized to avoid overpayment of these employees.

Key Competences: *Time management *Communication Skills *Typing skills
*Report writing Skills *Interpersonal skills *Honesty and Integrity, *Able to work under pressure *Confidentiality.

DEPARTMENT OF BUDGET & FINANCIAL REPORTING

EXPENDITURE DIVISION

SENIOR ADMIN CLERK: ACCOUNTS PAYABLE Ref: (5/3/4/3/29)

Salary Scale: R 390 116.86 - R 440 237.19 per annum (post level 07)

Requirements: *Grade 12 *Certificate in Accounting Management. *Minimum two (2) Years related experience.

Responsibilities: *Receive and validate payment request by verify and authorize expenditure allocations and compliance with policies *Check creditors run by supervisor computer system, Munisoft with regards to price adjustments and user register *Match creditor invoices to payment vouchers. *Approves requisitions, petty cash, journals, and insurance claims. *Receive and validate pre-payment report.

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

DEPARTMENT OF TECHNICAL SERVICES

MECHANICAL ENGINEERING WORKSHOP DIVISION

1 x ASSISTANT MECHANIC: DIESEL Ref: (5/3/4/5/47)

Salary scale: R 220 276.70 – R 244 716.23 per annum (Post level 11)

Requirements: Grade 8 *N2 Mechanical Engineering *Code C1 Driver's licence *1 Year relevant experience

Key Performance Area: * Follow a checklist of inspection procedures by inspecting brake systems, steering mechanisms, transmissions, engines, and other parts of vehicles *Do routine maintenance such as changing oil, checking batteries and lubricating equipment and parts *Investigate reasons for repeating problems and find solutions to minimise return jobs *Reports accidents/defects and taking appropriate action to prevent recurrence.

Key Competences: *Time management *Communication Skills *Report writing Skills *Interpersonal skills. *Honesty and Integrity, *Able to work under pressure *Self-discipline and interpersonal skills *Healthy and physically fit

DZANANI REGIONAL OFFICES

INFRASTRUCTURE SERVICES

1 x TEAM LEADER /DRIVER REF: (5/3/4/4/12)

Salary Scale: R 250 852.31- R 284 009.29 per annum (post level 10)

Requirements: * Grade 10 *A Valid Code C1 Driver's License with PrDP
*Minimum two (2) year's relevant experience

Key Performance Area:* Road Maintenance Work/Waste and Parks Management
*Implement procedure, system and controls to regulate specific work sequences and general practices/processes as dictated to in Occupational Health and Safety Act
*Ensure safe /and incorrect work sequences and deviations from laid down practices/regulations are identified and rectified, minimizing the threat of injury to persons, damage to property and /or the risk of diseases/sicknesses through degradation of the environment *Supervision of staff

Key Competences *Time management *Communication Skills *Report writing Skills *Interpersonal skills *Honesty and Integrity, *Able to work under pressure *Self -discipline and interpersonal skills *Healthy and physically fit.

DEPARTMENT OF COMMUNITY SERVICES

WASTE MANAGEMENT DIVISION

2x SERVICE WORKERS Ref: (5/3/4/5/39)

Salary Scale: R 143 638.62 – R 155 667.90 per annum (post level 15)

Requirements: *Functional Literature or NQF Level 1 *Must be able to speak or read and write at least three official languages prevalent in the municipal area

Key Performance Area: *Cleaning and maintaining hygiene standards *Cleaning of offices, all halls and public buildings *Perform the crockery and cutlery cleaning duties to provide cleaning services *Perform maintenance duties to maintain halls and conferences *Cleaning of Streets (sweeping and removal of debris and rubble)
*Cleaning of catch pits *Porthole patching *Sidewalk repairs *Poisoning of weeds along the streets.

Key Competences: *Time management *Communication Skills *Honesty and Integrity *Able to work under pressure *Self -discipline and interpersonal skills *Healthy and physically fit.

DZANANI REGIONAL OFFICE

INFRASTRUCTURE SERVICES

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Key Competences: *Time management *Communication Skills *Honesty and Integrity *Able to work under pressure *Self -discipline and interpersonal skills *Healthy and physically fit.

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.

Publication Date: 09 November 2023

Closing Date: 29 November 2023

Notice No: 146/2023

File No. 5/3B