



MAKHADO LOCAL MUNICIPALITY

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

DEPARTMENT OF BUDGET AND TREASURY

SUPPLY CHAIN MANAGEMENT DIVISION

1 X ASSISTANT MANAGER: LOGISTICS Ref: (5/3/4/3/115)

Salary Scale: R 765 840.44 fixed per annum (Post level 4a)

Requirements: *Grade 12 *National Diploma in Purchasing/Procurement/Supply Chain or equivalent *Minimum three (3) years relevant experience *Valid Code B driver's license.

Key performance areas: *Reviewing and re-determining standards for procurement and stores policies *Provide inputs regarding policy implementation issues to supervisor *Advise user directorates/departments on procurement processes as per SCM regulations *Safeguard and dispose of all stores related documentation as per legislation *Request supplier to make deliveries on outstanding materials and invoices before closing date *Making stock print for stock pre-counting *Informing head of stock out report for final stock adjustment on receipt of council resolution *Coordinate year-end procedure with user directorates/supplier and procurement divisions Confirm with auditors with final counting list *Liaise with suppliers regarding errors on invoices *Authorise payments in terms of price escalation as specified on quotations and tenders *Orderly storage of materials *Keep the store premises neat *Making sure that working environment is kept in accordance with the OHS act

Key Competencies: Excellent Computer skills (MSOffice package). *Strong interpersonal and communication skills. * Good knowledge of local government legislation. *Ability to work on deadlines and under pressure. *Maintain absolute confidentiality.

REVENUE DIVISION

1 X ASSISTANT MANAGER: COLLECTIONS Ref: (5/3/4/3/116)

Salary Scale: R 765 840.44 fixed per annum (Post level 4a)

Requirements: *Grade 12 *National Diploma in Accounting or equivalent *Minimum three (3) years relevant experience *Valid Code B driver's license.

Key performance areas: *Monitor the preparations of debtors reconciliations on a monthly basis *Provide inputs during budget adjustment process *Present information and opinions on revenue management opportunities and the capability of current marketing initiatives to support strategies *Revenue management strategic support to the municipality *Formulate required annual plans (SDBIP and performance plans) in accordance with municipality strategic plans and mandate *Review and implement the credit control and debt collection policy *Identify and manage the municipality response to strategic revenue management initiatives *Debt collections and credit control management *Verify the accuracy and completeness of reports on the municipality debt position *Prepare all related revenue monthly journals for submission to the Revenue Manager for approval *Prepare the irrecoverable debts to be written off and provision for bad debts and escalate to the revenue manager *Communicating with revenue officials on audit issues

Key Competencies: Excellent Computer skills (MSOffice package). *Strong interpersonal and communication skills. * Good knowledge of local government legislation. *Ability to work on deadlines and under pressure. *Maintain absolute confidentiality.

DEPARTMENT OF DEVELOPMENT PLANNING

HUMAN SETTLEMENT, PROPERTIES & BUILDING CONTROL DIVISION

1 X ADMINISTRATION OFFICER: HUMAN SETTLEMENT Ref: (5/3/4/9/51)

Salary Scale: R 502 907.53 – R 555 300.23 per annum (Post level 6)

Requirements: *Grade 12 *National Diploma in Public Administration/Management or equivalent *Minimum two (2) years relevant experience *Valid Code B driver's license.

Key performance areas: * Receive and review housing applications if applicants meet all requirements to qualify for RDP housing programmes *Determine land ownership *Identify and consult with stakeholders with authority on land/housing issues *Conduct site inspections and compile reports *Coordinate the allocation of RDP houses after completion of building phase *Provide outcome report on the allocation of the houses *Coordinate with amendments, updates to community land use by-laws and land plans *Explain appeals process and assist with completion of appeals *Scrutinise and verify successful applications

Key Competencies: Excellent Computer skills (MSOffice package). *Strong interpersonal and communication skills. * Good knowledge of local government legislation. *Ability to work on deadlines and under pressure. *Maintain absolute confidentiality.

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 Manager @ Ndweleni Dagada 015 519 3225 or Mr Muofhe A.P 015 519 3121 @ Human Resource Office

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: 04 June 2026

Closing Date: 24 June 2026

Notice No: 67/2026

File No. 5/3B

**MR K M NEMANAME
MUNICIPAL MANAGER**