



MAKHADO LOCAL MUNICIPALITY

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

DEPARTMENT OF TECHNICAL SERVICES

PROJECT MANAGEMENT UNIT DIVISION

1 X MANAGER: PROJECT MANAGEMENT UNIT Ref: (5/3/4/4/51)

Salary Scale: R 866 786.24 fixed per annum (Post level 3)

Requirements: *Grade 12 *B-Degree in Civil Engineering plus Project Management Certificate or equivalent qualifications *Registration as a Professional Technician *Five (5) years relevant experience of which 3 years at supervisory level *Valid Code B driver's license.

Key performance areas: *Manage compliance with all applicable legislation, policies and conditions applicable to municipal infrastructure grant (MIG) *Identify and prioritise projects to be included in the integrated development plan (IDP) and service delivery budget implementation plan (SDBIP) formulation regarding the PMU section *Render technical support and evaluating proposed projects on alignment with respective municipal (IDP) *Assist with other related municipal infrastructure programs *Compiles and submits municipal infrastructure grant (MIG) business plan *Oversee all projects to meet overall planning objectives and specific key performance indicators as determined by National Treasury *Coordinate monthly progress meetings with project consultants *Manage cash flow and committed project expenditure for MIG projects *Provide MIG compliant input for tender document preparation *Perform site visits in order to verify actual performance progress on projects *Develop time schedules for execution of projects and monitor quality and cost *Responsible for negotiating project funds with National Treasury *Oversee that MIG allocations are based on formula *Compiles annual MIG capital budget in consultation with other departments as well as infrastructure sectional heads *Collate monthly MIG progress reports for submission to the Director

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.

OFFICE OF THE MUNICIPAL MANAGER

LEGAL SERVICES DIVISION

1 x LEGAL OFFICER Ref: (5/3/4/2/68)

Salary Scale: R 569 184.07 – R 628 634.86 per annum (Post level 05)

Requirements: *Grade 12 Certificate *LLB Degree or equivalent qualification *Valid Code B driver's licence *Minimum of three (3) years' experience in legal field.

Key Performance Area: *Implement and coordinate of legal services, strategies and policies *Provide inputs into the development of legal services section, plans relating to contracts *Provide input into the development and amendments of by-laws and policies. *Provide legal advice to the Municipality. *Review all drafted contracts and provide legal advice on related issues. *Review and advice on the interpretation of legislation considering contracts. *Liaise with Supply Chain Management Unit for the development and update of contracts register, and provide legal advice *Provide litigation to the municipality *Provide administrative support to the Legal Services Unit *Maintain project documentation to ensure that all essential records are archived in order and in a professional manner *Communicate the outcome of judgment to the relevant parties *Coordinate related projects to ensure delivery of results anticipated within specific time.

Key Competences: *Time management *Communication skills *Typing skills *Report writing skills *Interpersonal skills *Honesty and integrity *Able to work under pressure and abnormal working hours *Self-discipline and interpersonal skills.

DEPARTMENT OF CORPORATE SERVICES

OFFICE OF THE CHIEF WHIP

1x SUPPORT OFFICER OF THE CHIEF WHIP Ref: (5/3/4/2/75)

(This is a fixed-term contract of employment linked to the term of office of the Chief whip. The contract may not be longer than 30 days after the Chief whip vacates office)

Salary Scale: R 502 907.53 – R 555 300.23 per annum (Post level 06)

Requirements: *Grade 12 *National Diploma Public Administration/Secretarial *Valid Code B driver's licence *Minimum two (2) years' experience

Key Performance Area: *Arranging travel and accommodation for the Chief whip and supporting EXCO members for out of town (national and international) meetings *Scheduling, confirming and updating the diary of the Chief whip and alerting or indicating priority/urgent meetings requiring attention *Perusing council and committee agenda and minutes of meetings and identifying with items associated with sections activities requiring the attention of the Chief whip Transport Chief whip *Do proper planning of routes *Retrieving supporting documentation and records to facilitate and support query resolution

Key Competences: *Time management *Communication Skills *Typing skills *Report writing Skills *Interpersonal skills *Honesty and Integrity *Able to work under pressure abnormal working hours *Self-discipline and interpersonal skills.

DEPARTMENT OF BUDGET AND TREASURY

REVENUE DIVISION

1 x ASSISTANT ACCOUNTANT: BILLING Ref: (5/3/4/3/4)

Salary Scale: R 502 907.53 – R 555 300.23 per annum (Post level 06)

Requirements: *Grade 12 *National Diploma in Accounting or equivalent qualification *Valid Code B driver's licence *Minimum of two (2) years' experience

Key Performance Area: *Make sure that all the related debtors occur on the clearance print-out *Enter all the details of the attorney, the buyers and the period requested for the clearance *Issuing of rates and clearance certificates as soon as the payment for the clearance reach the office and the amount is receipted on the owners account *All the details of the new owner are entered on computer *New reference number and account number must be written in the meter books *Transfer all transactions on the consumer and owners separated account to the consolidated account is available *Provide statistics for CFO quarterly report *Engage in communication, dialogue with public and employees on all levels, either personally, telephonically or in writing about accounts, services rendered, complaints and identify trends for the improvement of the service delivery

Key Competences: *Time management *Communication skills *Typing skills *Report writing skills *Interpersonal skills *Honesty and integrity *Able to work under pressure and abnormal working hours *Self-discipline and interpersonal skills.

DEPARTMENT OF DEVELOPMENT PLANNING

LOCAL ECONOMIC DEVELOPMENT

1x BUSINESS DEVELOPMENT OFFICER Ref: (5/3/4/9/48)

Salary Scale: R 502 907.53 – R 555 300.23 per annum (post level 06)

Requirements: *Grade 12 *National Diploma in Business administration/Management/Marketing/ Social Science or Equivalent *A valid Code B Drivers Licence *Minimum two (2) years relevant experience

Key Performance Area: *Maintain and up to date profiling of SMMEs and cooperatives in both electronic and hard copies *Maintain and review the database for all projects, sponsors and NGOs *Facilitate updating of LED database *Assist the manager with lobbying for government grants to finance projects for the community *Mobilise resource funding from various relevant institutions for socio-economic development project *Collect and collate the necessary and relevant information from projects through site visits *Play a supportive role on all projects to ensure that they are within the required time frame, standard and resources * Assist the community to develop business plans for projects *Assist the community to identify viable projects *Render advice and guidance on the registration of projects

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

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: 02 April 2026

Closing Date: 23 April 2026

Notice No: 19/2026

File No. 5/3B

**MR K M NEMANAME
MUNICIPAL MANAGER**