



MAKHADO LOCAL MUNICIPALITY

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

OFFICE OF THE MUNICIPAL MANAGER

1x MANAGER RISK MANAGEMENT Ref: (5/3/4/1/30)

Salary Scale: R 813 233.59 per annum (post level 3)

Requirements: *Grade 12 *B Degree in Risk Management/Accounting or Equivalent *Minimum five (5) years relevant experience* A valid Code B driver's License *No criminal record

Key Performance Area: *Manage and coordinate the development and implementation of security management, fraud and crime prevention policy and strategy *Manage and oversee risk management activities in accordance with the legislative standards and requirements *Identify the key deliverables and immediate goals detailed in the Council Integrated Development Plan in respect of risk and security management *Provide information based on trends, expected outcomes and perform regular reviews, analysis of performance and make policy adjustment *Formulate and implement risk and security management policies and procedures *Identify risk/security opportunities in the municipality and facilitate their pursuit and realisation *Manage an annual budget for the unit and prepare and submit budget adjustment *Review the risk management policy and strategy framework in order to manage the Municipality exposure to risk and to ensure consistency of measurement and assessment of risk *Establish of risk management and Anti-Corruption structures and raise awareness *Communicating with the municipality financial personnel on audit findings and recommendations and institutes the necessary investigations or corrective measures *Evaluating and presenting reports to the Municipal Manager and Chief Financial Officer detailing the units performance against specific financial measures *Knowledge of Municipal laws and regulations

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

1x SENIOR AUDITOR: INTERNAL AUDIT RISIK & FINANCE Ref: (5/3/4/3/109)

Salary Scale: R 718 524.52 per annum (post level 4a)

Requirements: *Grade 12 *National Diploma in Internal Audit/Accounting or Equivalent *Minimum four (4) years relevant experience* A valid Code B driver's License *No criminal record

Key Performance Area: *Identify availability of procedures, policies, laws and regulations

relevant to aspects being audited *Select samples and testing compliance with laws, government regulations, council resolutions and management policies and procedures *Coordinate the establishment and the function of the audit steering committee *Compile reports of findings to provide feedback to relevant line managers, audit committee and council via head of division *Receive and evaluate management responses to audit findings during the reasonable time *Address audit report findings to the appropriate levels of management responsible for taking corrective action *Issue audit reports to managers and quarterly audit report to audit committee *Control the activities of the division to ensure that all the required objectives are met and that the set standards are adhered to

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

2x INTERNAL AUDITORS Ref: (5/3/4/3/64)

Salary Scale: R 471 836.40 – R 520 992.12 per annum (post level 06)

Requirements: *Grade 12 *National Diploma in Internal Audit/Accounting or equivalent *Minimum 3 years' experience *Computer literate

Key performance areas: *Facilitate implementation of Audit findings and recommendations *Provide input into the development of strategy and annual plan *Provide inputs on the development of policy and process to ensure compliance on the Municipal Finance Management Act *Conduct internal audit projects and ensure delivery of results anticipated within specific time frames *Maintain confidentiality in dealing with various audit projects *Provide inputs into the determination and documentation of the scope, purpose of the audit, risks, period of review, legislation, policies and resolutions and procedure manuals/system descriptions used in the audit *Compile minutes for operational internal audit committee *Ensure that municipal plans and objectives are met

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

DEPARTMENT OF CORPORATE SERVICES

COUNCIL SUPPORT DIVISION

1x MANAGER: COUNCIL SUPPORT Ref: (5/3/4/6/48)

Salary Scale: R 813 233.59 fixed per annum (Post level 3)

Requirements: *Grade 12 *B-Degree in public administration or equivalent qualifications *Minimum five (5) years' experience at managerial level *Valid Code B driver's license.

Key performance areas: *Manage oversight and the implementation of council resolutions, programmes and plans consistent with policy, legislations, and the constitution. *Scrutinize reports appearing in the agendas to verify accuracy and ensure that recommendations are well captured* *Advise the Speaker, other full time Councillors and other role players regarding the provisions

of applicable legislations, policies, Codes, and guidelines. Co-ordinate political appointments, activities, and meetings for the Speaker. *Oversee the administration and implementation of matters of community facilitation and liaison to ensure their participation in the Municipal governance. *Compile reports. *Coordinate office programs. *Manage councillors' affairs and attend to community development workers (CDW) and ward committee's activities as well as coordination of public participation processes in the municipality. *Do research to update the Office's knowledge data base, analysing and collating relevant information, facts and figures and submit same to the Speaker for scrutiny. *Maintain a register for financial interest in respect of councillors. *Identify designated staff responsibilities, authority, and personal performance measurement criteria. *Develop the annual institutional calendar of the Municipality in order to enhance good governance. *Compile and manage the budget of the unit. *Map out initiatives and interventions necessary for the delivery of a professional and quality service with due consideration given to the needs of the targeted beneficiaries and priorities requiring attention

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 MAYOR

1x PROTOCOL OFFICER Ref: (5/3/4/6/23)
(Fixed term contract, linked to the term of the Mayor)

Salary Scale: R 471 836.40 – R 520 992.12 per annum (post level 06)

Requirements: *Grade 12 or Any Relevant National Diploma qualifications *Advance Protocol Service Certificate will be added advantage *Minimum three (3) years' experience *Valid Code B Drivers' License *Computer literate

Key performance areas: *Conduct application of official order of precedence to ensure correct seniority placement at all official and ceremonial functions *Compile activities reports prior to all events *Provide input into municipality guide to protocol and etiquette *Coordinate induction programme for council on issues relating to protocols *Receive, accompany and see off official delegations and government guest *Process permits for visiting delegations/government guests for their travel in and around the country

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

INFORMATION COMMUNICATION TECHNOLOGY

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

Salary Scale: R 534 018.18 – R 589 795.92 per annum (post level 5)

Requirements: *Grade 12 *National Diploma in Information Technology/Computer Science *Qualification in A+, N+ and MCSE (Microsoft Certificate Network Administrator) will be an added advantage *Minimum of two (2) years relevant experience *A valid Code B drivers' licence

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: ICT *Provide input into development of project plans, goals and budgets *Prepare performance and any other IT related reports and submit to the manager for review *Coordinate and monitor availability of systems requirements *Troubleshoot of LAN/Wan related problems *Set up the financial systems on the users workstations *Communicate and interpret IT policies and procedures to users and ensure compliance to policies , procedures and standards *Conduct research on latest security and privacy legislation, regulations, advisories, alerts and vulnerabilities pertaining to the Municipality and its mission

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 BUDGET AND TREASURY

EXPENDITURE

1x ACCOUNTANT SALARIES Ref: (5/3/4/3/68)

Salary Scale: R 534 018.18 – R 589 795.92 per annum (post level 5)

Requirements: *Grade 12 *National Diploma in Accounting or Equivalent *Minimum three (3) years relevant experience* A valid Code B driver's License

Key Performance Area: *Collect and verify inputs of salary advises against payroll system *Perform salary test run *Perform a backup of the payroll system on the 24th of each month *Review the salary reconciliation and sign as proof of review *Reconcile salary control accounts monthly *Payment of salaries in accordance with the required payment date by running live payroll and electronic fund transfer *Prepare tax directives in accordance with SARS requirements *Verify and process taxes and other deductions *Extract third party payments report from the payroll system *Correct any discrepancies

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

DEPARTMENT OF DEVELOPMENT PLANNING

LOCAL ECONOMIC DEVELOPMENT

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

Salary Scale: R 471 836.40 – R 520 992.12 per annum (post level 06)

Requirements: *Grade 12 *National Diploma in Business administration/Management/Social Science or Equivalent *A valid Code B Drivers Licence *Minimum one (1) year relevant experience

Key Performance Area: *Conduct one to one interaction with local business stakeholders to cultivate a multidisciplinary approach, through the development of effective working partnerships for the achievement of local economic growth *Maintain and update profiling of SMMEs and

cooperatives in both electronic & hard copies *Provide support to potential and existing business on issues of compliance with organizations such as CIPC, SARS and SEDA *Evaluate the drawn business plans and advise accordingly *Provide assistance to business with capacity building in community projects * Facilitate the formation/formalization of business

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 Manager Human Resource Mr Dagada N 015 519 3225 or Hlangwane F.S 015 519 3127 or Muofhe A.P 015 519 3121

PLEASE NOTE: EMPLOYMENT APPLICATION FORM MUST BE COMPLETED IN FULL AND 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: 21 November 2024

Closing Date: 10 December 2024

Notice No: 122/2024

File No. 5/3B

**MR K M NEMANAME
MUNICIPAL MANAGER**