



## MAKHADO LOCAL MUNICIPALITY

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

### **DEPARTMENT OF CORPORATE SERVICES**

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

**Salary Scale:** R738 343.42 fixed per annum (Post level 3)

**Requirements:** \*Grade 12 \*B-Degree in public administration or equivalent qualifications  
\*Minimum five 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.

**1 X ASSISTANT MANAGER PUBLIC PARTICIPATION AND WARD COMMITTEES Ref: (5/3/4/6/54)**

**Salary Scale:** R652 356.05 fixed per annum (Post level 4a)

**Requirements:** \*Grade 12 \*B-Degree/National Diploma in public administration/Law or equivalent qualifications \*Minimum of 2-3 years relevant experience \*Valid Code B driver's license.

**Key performance areas:** \*Distribute the draft policies and by laws to the relevant stakeholders on time \*Develop and implement public participation strategies \*Monitor ward committee functionality within the municipality and the meeting as per schedule \*Coordinate and facilitate communication to the relevant department within regard to service delivery \*Interpretation of Local government statutes

\*Monitor submission of ward committee \*Encourage community participation during event such as Imbizo \*Arrange public participation meeting in liaison with the local municipality \*Co-ordinate and facilitate communication to the relevant department with regard to service delivery issue that need interventions

**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.

### **1 X ASSISTANT MANAGER SPECIAL PROGRAMMES Ref: (5/3/4/2/64)**

**Salary Scale:** R652 356.05 fixed per annum (Post level 4a)

**Requirements:** \*Grade 12 \*National Diploma in public administration/Social Science or equivalent qualifications \*Minimum of 2-3 years relevant experience \*Valid Code B driver's license.

**Key performance areas:** \*Coordinates development and implementation of special programme plans that are aligned with the legislative requirements \*Provide advice and assistance on submission of IDP \*Establish partnership with sector Departments \*Plan and coordinate fund drives for special projects with assistance of departmental manager \*Liaise with disability structures and representatives \*Implement strategies to foster the implementation of the policies pertaining to disability issues \*Advice the council on issues of special programmes through the Mayor \*Develop partnership with agencies, private sector, provincial and national offices \*Maintain staff discipline in accordance with Municipal codes and procedures \*Analyse annual statistics on diseases and report to council and AIDS council committee as well as to the manager public services manager

**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: COMMUNITY SERVICES**

#### **1 x MANAGER PARKS, RECREATION FACILITIES & CEMENTERIES Ref:( 5/3/4/7/29)**

**Salary scale:** R738 343.42 fixed per annum (post level 3)

**Requirements:** Grade 12 \*Degree/Diploma in Public Management/Administration \*Computer literate \*Knowledge of Project Management and performance management will be an added advantage \*At least valid Code B Driver's License \*Minimum of five years relevant experience at managerial level.

**Responsibilities:** \*Manage the key performance areas and results indicators associated with the provision of effective service relating to Waste Management, Disaster Management, Environmental Health Services, Library, Parks and Recreation, as required by the relevant applicable legislation to core service delivery function by supervising staff \*Coordinate the development and maintenance of policies and procedures against departmental, statutory and audit guidelines \*The calculation of statics of services provided \*Apply operational management strategies and to properly manage the day-to-day activities \*Handle all administrative services of the Division in order to ensure the risk of damage to property and/or loss of lives is limited through prompt and efficient execution of sequences and applications.

**Key Competencies:** \*Able to manage conflict, interpersonal relations, stakeholders, analytical and negotiation skills \*Ability to determine short-, medium- and long-term goals for the realization of the Municipal Vision and Mission \*Extensive experience in information provision and dissemination \*Good communication skills.

## **DZANANI REGIONAL OFFICE**

### **TRAFFIC & LICENSING SERVICES DIVISION**

**1x MANAGEMENT REPRESENTATIVE DRIVING/LEARNERS LICENSES & MOTOR VEHICLE Ref: (5/3/4/6/21)**

**Salary Scale:** R428 385.28 – R473 014.28 fixed per annum (post level 06)

**Requirements:** \*Grade 12 plus Diploma Examiner for D/License Grade B \*Valid Code C1 Driving license \*Minimum of 2-3 years relevant experience

**Key Performance Area:** \*Manage of the driver and learner testing station. \*Oversee the process of testing applicants for learners and driver license and PrDP. \*Manage the processing and issuing of applications for learners and driver's license and instructor certificates. \*Enforce legislation relating to driver and learner testing and licensing. \*Manage of the vehicle testing station unit. \*Manage the process of cash reconciliation and banking of cash. \*Monitor maintenance of tools and equipment to be accounted for and secured. \*Checking the testing station and forcing compliance in implementation of Road Traffic Act. \*Maintain staff discipline in accordance with municipal codes and procedures. \*Recommend leave submitted as per company policy

**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 \*Healthy and physically fit

## **DEPARTMENT: TECHNICAL SERVICES**

### **ELECTRICAL ENGINEERING**

#### **ELECTRICAL INFRASTRUCTURE DEVELOPMENT DIVISION**

**1x ENGINEERING TECHNICIAN Ref: (5/3/4/5/24)**

**Salary Scale:** R576 543.17 – R605 744.88 per annum (post level 04b)

**Requirements:** \* Grade 12 \*National Diploma in Electrical Engineering \*Qualified Artisan \*Valid code B driver's license. \*Valid ORHVS and HV Operating certificate in high voltage switching. \*Minimum of 3 years relevant experience

**Key Performance Area:** \* Coordinate planning and manage capital projects within prescribed timeframes. \*Coordinate the NER quality of supply to comply with NER standards. \*To ensure a safe and effective workforce, electrical services, electrical network, electrical supply and implements for consumer and public. \*Interaction with consumers, consultants, and Eskom on general problems. \*Compare Eskom account with check meters for correctness and report to Departmental Head. \*To ensure that council comply with

Electrical supply license conditions, the electricity Act and OHS Act. \*Coordinate major projects in Eskom licensed area. \*Design new streetlights and traffic lines installations. \*Allocate work maximizing the available resources to achieve objectives whilst minimizing costs. \*Placing and stacking tools in allocated positions according to size and type references. \*Make appropriate referrals to the EAP programme. \*Maintain staff discipline in accordance with Municipal codes and procedures

**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: DEVELOPMENT PLANNING**

### **HUMA SETTLEMENT, PROPERTIES AND BUILDING CONTROL DIVISION**

#### **1x BUILDING INSPECTOR (5/3/4/4/9)**

**Salary Scale:** R428 385.28 – R473 014.28 per annum (post level 06)

**Requirements:** Grade 12 \*National Diploma in Building Science/Building Management or Civil Engineering. Valid code 08 Drivers License. \*Computer literacy

**Key Performance Area:** \*Visit specific work-sites to conduct inspections and resolve queries \*Monitor conformity to specifications of buildings (screen walls, openings and interior angles and arches \*Monitors compliance with standards and specifications with regard to new building, additions and renovations to existing structures \*Evaluate and monitor implementation of building control policies and by-laws \*Conduct research on new amendments of legislations for policy review and advise the manager \*Monitor filling of approved building plans using laid down procedures to facilitate access and retrieval \*Verify that fees are in accordance with laid down tariffs and approve \*Consolidate reports on work in progress and completed works \*Monitor the activities of contractors and consultants

**Key Competencies:** \*Extensive knowledge on interpretation of National Building Regulations, SABS Codes of practice, \*Occupational Health and Safety Laws and constructions methods.

***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 LouisTrichardt**

**For more information contact Manager Human Resource Mr Dagada N 015 519 3225 or Mr Muofhe A.P 015 519 3121 or Mrs 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](http://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: 15 September 2022**

**Closing Date: 05 October 2022**  
**Notice No: 123/2022**  
**File No. 5/3B**