



MAKHADO LOCAL MUNICIPALITY

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

DEPARTMENT OF BUDGET AND TREASURY

REVENUE DIVISION

1x MANAGER REVENUE Ref: (5/3/4/3/53)

Salary Scale: R 866 786.24 fixed per annum (post level 03)

Requirements: *Grade 12 * B Degree in Accounting or Financial Management *Minimum of five (5) years relevant experience of which two (2) years is in a supervisory capacity *A Valid Code B Driver's License

Responsibilities: * Identify with the key deliverables and immediate goals detailed in the Councils integrated development plan in respect of revenue management *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 *Billing management oversight *Provide guidance and oversight in respect of the valid, accurate and complete administration of billing *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 Chief Financial Officer for approval *Prepare the irrecoverable debts to be written off and provision for bad debts and escalate to the Chief Financial Officer *Manage indigent register

Key Competences: *Time management *Communication Skills *Typing 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 DEVELOPMENT PLANNING

HUMAN SETTLEMENT, PROPERTIES & BUILDING CONTROL DIVISION

1x PROJECT OFFICER: HUMAN SETTLEMENT Ref: (5/3/4/9/42)

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

Requirements: *Grade 12 *National Diploma in Civil Engineering or Equivalent *Minimum of three (3) year relevant experience *A Valid Code B Driver's License

Responsibilities: *Attend meetings with the project steering committees and contractors *Perform physical inspection to RDP houses to all wards *Daily visit and co-ordinate housing projects *Formulate local housing policies and support programmes to beneficiaries and other institutions *Perform daily visits to site checking from trenches of the house until at the roof and finishing stage

Key Competences: *Time management *Communication Skills *Typing skills *Report writing Skills *Interpersonal 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 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: 11 December 2025

Closing Date: 05 January 2026

Notice No: 167/2025

File No. 5/3B

**MR K M NEMANAME
MUNICIPAL MANAGER**