



MAKHADO LOCAL MUNICIPALITY

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

DEPARTMENT OF CORPORATE SERVICES

OFFICE OF THE SPEAKER

1x HEAD OF OFFICE: OFFICE OF THE SPEAKER Ref: (5/3/4/2/72) (RE-ADVERT)

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

Salary Scale: R 778 213.97 per annum (post level 03)

Requirements: Grade 12 *Post matric qualifications in Political/Public Administration/Management or relevant qualification * Five (5) years relevant experience *Computer literacy *Valid Code B driver's license.

Key performance areas: *Overall management of the office of the Speaker *Advise the Speaker regarding the provisions of applicable legislations, policies, Codes and guidelines. *Coordinate political appointments, activities and meetings for the Speaker. *Keep all appointments with the public and Management. *Perform protocol services. Coordinate office programs. *Attend to Community Development Workers (CDW) and Ward Committees 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.

Key Competencies: *Excellent Computer literate (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 COMMUNITY SERVICES

DZANANI REGIONAL OFFICE

1x REGIONAL MANAGER: DZANANI REGIONAL OFFICES Ref: (5/3/4/6/55)

Salary Scale: R 778 213.97 per annum (post level 3)

Requirements: *Grade 12 *B-Degree in Public Administration or Equivalent *Minimum five (5) years relevant experience* A valid Code B driver's License

Key Performance Area: *Overall management of the Regional Office *Report direct to the Director Community Services *Ensure regular collection of waste in and around the region *facilitate proper planning and development in the region *Manage human resource of the region *Monitor the implementation of IDP in the region*Overall management of Roads, storm water and sidewalks and open spaces in Dzanani Region *Manage parks, recreational facilities and cemeteries in Dzanani Region *Compilation of annual maintenance program of Dzanani Region *Submit monthly progress report to Community services *Manage all staff in Dzanani Region *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

DEPARTMENT OF DEVELOPMENT PLANNING

HUMAN SETTLEMENT, PROPERTIES & BUILDING CONTROL

1x MANAGER HUMAN SETTLEMENT, PROPERTIES & BUILDING CONTROL Ref: (5/3/4/9/42) (RE-ADVERT)

Salary Scale: R 778 213.97 per annum (post level 3)

Requirements: *Grade 12 *B-Degree in Human Settlement/Building Science or Equivalent *Minimum five (5) years relevant experience* A valid Code B driver's License

Key Performance Area: *Develop and manage the circulation process and work procedure for the different building plan applications *Liaise with Provincial Housing Department on the status of a housing project in accordance with the National Housing Code *Verify compliance with the planning schemes in consultation with the Chief Town Planner *Prepare the Environmental Impact Assessment application with the service providers/consultants and submit to the Director Development Planning *Implement Property Management standards and monitor corrective action that has been taken *Develop methodology to determine property management service levels and client satisfaction *Leverages detailed knowledge and understanding of property management, legal and industry standards affecting the Municipality area *Draft and compile the property, housing and building control policies for submission to the Director Development Planning *Oversee operational reporting of immovable property statistics SA and make it available to stakeholders *Manage capturing of housing needs and submit to relevant provincial housing department *Overall supervision of Human Settlement, Properties and Building Control *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 PROJECT OFFICER: HUMAN SETTLEMENT Ref: (5/3/4/9/42) (RE-ADVERT)

Salary Scale: R 451 518.09 – R 498 557.05 per annum (post level 6)

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

Key Performance Area: *Attend meeting with the project steering committees and contractor
*Performing 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 visit to site checking from trenches of the house until at the roof and finishing stage

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 BUDGET AND TREASURY

EXPENDITURE

1x ASSISTANT ACCOUNTANT: ACCOUNTS PAYABLE (Ref: 5/3/4/3/101)

Salary Scale: R 451 518.09 – R 498 557.05 per annum (Post Level 6)

Requirements: *Grade 12. *National Diploma in accounting or equivalent *Minimum three (3) years relevant experience *Computer literate.

Responsibilities: *Verify and authorize expenditure allocations and compliance with policies.
*Match creditor invoices to payment vouchers. *Authorise payment vouchers. *Approves requisitions, petty cash, journals and insurance claims. *All control accounts are reconciled by the 15th of each month. *Ensures that all relevant reconciliation is done monthly. *Ensure that all entries in the ledger and all entries on the bank statement have been accounted for on the reconciliation statement when bank reconciliation are completed and checked by the 10th of each month. *Compiles expected cash flow statement on monthly basis for full financial year using the budget.

Key Competencies: *Communication skills. *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 Office @ Mr Muofhe A.P 015 519 3121 or Ms 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

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 January 2024

Closing Date: 30 January 2024

Notice No: 1/2024

File No. 5/3B

**MR K M NEMANAME
MUNICIPAL MANAGER**