



## 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 680 052.70 per annum (post level 3)

**Requirements:** \*Grade 12 \*B Degree in Risk Management/Accounting or Equivalent \*Minimum 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

#### **1 x INTERNAL AUDITORS Ref: (5/3/4/3/64)**

**Salary Scale:** R 394 565.13 – R 435 670.76 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

## **MUNICIPAL MANAGER OFFICE**

### **OFFICE OF THE MAYOR & SPECIAL PROGRAMMES DIVISION**

**1x MANAGER: OFFICE OF THE MAYOR Ref: (5/3/4/6/26)**

**Salary Scale:** R 680 052.70 per annum (post level 3)

**Requirements:** \*Grade 12 \*B Degree in Public Administration/Political Science or Equivalent \*Minimum 5 years relevant experience\* A valid Code B driver's License

**Key Performance Area:** \*Manage activities in the office of the Mayor \*Analyse service delivery and needs of internal customers and other statistics \*Coordinate the different functions/activities of the office to ensure that all staff has a uniform goal and objectives to enhance service delivery to the Municipality Departments \*To manage office of the Mayor and special programmes \*Coordinate assisting Mayor's funds for educational registration to the public from the Mayor's discretionary funds \*Managing special programmes activities by developing, implementing, monitoring and advocacy awareness campaigns and special programmes \*Develop, plan and manage sustainable programmes on poverty alleviation, gender development, youth development, disabled and marginalized groups and HIV/AIDS \*Accompany the Mayor to various meetings \*Manage financial resources on special programmes \*Plan, monitor and control the units annual budget guided by the budgetary requirements of council \*Provide inputs into the annual budget for programmes and projects identified through the IDP process of the Municipality \*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

**1 x MANAGER: EVENT MANAGEMENT Ref: (5/3/4/1/31)**

**Salary Scale:** R 680 052.70 per annum (post level 03)

**Requirements:** \*Grade 12 \*B-Degree in Public Administration/Communication or Equivalent \*Minimum 5 years' experience \*A Valid Code B Drivers' License \*Computer literate

**Key performance areas:** \*Manage the development of a consolidated annual events calendar for the Municipality. \*Develop and collate reports on the outcomes of events in terms of meeting the expected outcomes and the implications. \*Develop and manage an annual budget for the division, prepare and submit budget adjustment. \*Guide the Mayor, Speaker, Councilors and Municipal officials in terms of Marketing of the Municipality during municipal events \*Liaise with all stake holders in day to day marketing programmes \*Monitor expenditure against the budget. \*Identify with the key deliverables and immediate goals detailed in the council IDP in respect of the management of the municipality annual budget and financial reporting. \*Monitor the utilization of the budget to ensure that expenditure is effectively managed and efficiently deployed within the times frames \*liaise with other institutions on the availability of municipal political principals \*Manage municipal events \*Establish and coordinate event management committee \*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

### **1 x PROTOCOL OFFICER Ref: (5/3/4/6/23)**

**Salary Scale:** R 394 565.13 – R 435 670.76 per annum (post level 06)

**Requirements:** \*Grade 12 or Any Relevant National Diploma qualifications \*Advance Protocol Service Certificate will be added advantage \*Minimum 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

## **DEPARTMENT OF CORPORATE SERVICES**

### **COMMUNICATION DIVISION**

#### **1X COMMUNICATION OFFICER (Ref:5/3/4/2/65)**

**Salary Scale:** R 446 563.58 – R 493 206.76 per annum (post level 05)

**Requirements:** \*Grade 12. \*B-Degree/National Diploma in Public Relations/Communication or Equivalent. \*Code B drivers' licence \*Minimum 3 Years relevant experience.

**Key Performance Area:** \*Make sure that the community is informed about the councils developments and projects \*Collecting information from relevant departments to ensure contribution to internal newsletter and events calendar \*Contribute in the development of the communication systems to stakeholders such as Ward Committee, administrative offices and to the public \*Contribute and maintain a "house style" in the municipality written communications \*Mobilise and liaise with stakeholders \*Coordinate the production of internal and external monthly communications and publications \*Distribute multimedia packages at relevant distribution points in within the Municipality \*Monitor internal and external media platforms for any news about the Municipality \*Liaise with media houses

**Key Competencies:** Interpersonal skills\*Communication skills\*Supervisory skills and Managerial skills.

## **RECORDS MANAGEMENT & AUXILIARY SERVICES**

#### **1X RECORDS OFFICER (Ref:5/3/4/2/64)**

**Salary Scale:** R446 563.58 – R493 206.76 per annum (post level 05)

**Requirements:** \*Grade 12. \*National Diploma in Public Administration or Equivalent. \*Valid Code B drivers' licence \*Minimum 3 Years relevant experience.

**Key Performance Area:** \*Providing input and monitoring implementation of registry and records management policies, procedures, and strategies \*Interact with provincial archive to standardise records management \*Provide support in drafting the file plan for approval by provincial archive \*Research better ways to operate the records management and processes that will improve efficiency \*Implementing and

maintaining control register \*Identify records to be disposed, apply for approval and destroy or transfer document \*Rendering registry services in respect of postal services, fax services and messenger services  
\*Assisting in the development, coordinate, guiding and maintaining of registry operational plans  
**Key Competencies:** Interpersonal skills\*Communication skills\*Supervisory skills and Managerial skills.

## **OFFICE OF THE SPEAKER**

### **1X ASSISTANT MANAGER: COUNCIL COMMITTEES (Ref:5/3/4/2/66)**

**Salary Scale:** R 600 853.86 per annum (post level 4 (a))

**Requirements:** \*Grade 12. \*B-Degree/National Diploma in Public Administration/Law or Equivalent.  
\*Minimum 4 Years related experience.

**Key Performance Area:** \*Manage all councillor welfare activities \* Provide Councillor support, coordinate Councillor welfare activities and capacity building \* Secure best schemes, insurances, and investment opportunities for Councillors \*Coordinate working tools and office space \* Coordinate meetings and confirm suitable venues with due consideration given to the number of delegates attending and facilities required \* Communicate with internal and/ or external publics by way of official notices of meetings \*Facilitate the provision of requirements such as stationery, equipment and meals needed for specific sessions \*Ensure audio devices/equipment for audible communication purposes for the duration of the gatherings or sessions are available \*Provide guidance on meeting procedures and serves as custodian of such proceedings \* Advise a Speaker on rules of order during the meetings of Council and its committees \* Communicate with Office Bearers to establish items for inclusion on the agenda and the submission of investigational/ general reports and proposals supporting agenda items \*Translating the content of minutes of meetings, notices, etc. into specific official languages to enable Officials and Representatives to comprehend issues and discussions and, forwarding draft documentation to the immediate superior for verification prior to circulation \*Ensure that a municipality rules and order is prepared, interpreted and is made available during council meetings \*Knowledge of Municipal laws and regulations

**Key Competencies:** Interpersonal skills\*Communication skills\*Supervisory skills and Managerial skills.

## **HUMAN RESOURCES**

### **1X EAP PRACTITIONER REF: (5/3/4/2/67)**

**Salary scale:** R446 536.58 – R493 206.76 per annum (post level 05)

**Requirements:** \*Grade 12 \*B-Degree in Social Work/Social Science or Psychology \*Registered with registration authority will be added advantage \* Valid Code B Driver's License \*Minimum 4 years relevant experience.

**Responsibilities:** \*Communicate the approved policies, procedures and guidelines to staff and conduct awareness workshops across the Municipality.\*Provide a counselling support for staff members on employee wellness matters.\*Liaise with line management or identified authority to bring attention to problem cases and make recommendations on action to resolve cases.\*Refer employee to external service providers including government employee departments or institutions for further intervention or counselling.\*Implement an annual calendar of employee wellness programmes based on initiatives identified and approved for the year.\*Coordinate training programmes / workshops in consultation with the Skills Development Facilitator to equip staff with knowledge and resources available to support employee

wellness.\*Maintain up-to-date and accurate records on EAP programs \*Coordinate the payments of invoices received from service providers for the service rendered.\*Produce reports on EAP interventions, training, patient progress reports and outstanding issues with recommendations for submission to the Manager.

**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.

### **1X PAYROLL OFFICER (Ref: 5/3/4/2/60) {RE ADVERT}**

**Salary Scale:** R446 563.58 – R493 206.76 per annum (post level 05)

**Requirements:** \*Grade 12 \*B-Degree/National Diploma in Accounting/Pay roll or any other relevant qualifications. \*Certificate in VIP payroll system shall add advantage \*Minimum 3 Years related experience.

**Key Performance Area:** \* Ensure that all pay roll transactions are processed efficiently \*Ensuring that payments to employees are verified and approved\* Checks the earning and deduction input on the various payrolls\*Checks PAYE monthly, finalizes IRP 5, balancing of PAYE for final assessment by SARS+ and assist in SARS Audit\*Makes necessary changes to the program with regards to amendments made by SALGA, software suppliers, etc.\*Ensure that all employees receive their salaries on time and certified correct by checking and authorizing payment voucher as well as weekly and monthly wages.

**Key Competencies:** Interpersonal skills\*Communication skills\*Supervisory skills and Managerial skills.

## **DEPARTMENT OF BUDGET AND TREASURY**

### **REVENUE**

#### **ACCOUNTANT: BILLING PROPERTY RATES AND CLEARANCES (Ref: 5/3/4/3/97) {RE ADVERT}**

**Salary Scale:** R446 563.58 – R493 206.76 per annum (post level -5)

**Requirements:** Grade 12 \*B-Degree/National Diploma majoring in Accounting \*Minimum 3 years relevant experience.

**Key Performance Area:** \*Control and administer the meter administration in order to ensure accurate accounts\* Reconciliation of all revenue including Licensing and traffic transactions.\*Supervision of Installation of conventional meters as well as prepaid meters \*Supervision over the importation of readings from the service provider.\*Implementation of tariff structure as approved by council in the billing system.\*Controlling and checking the finalization of closed accounts.\* Completing the meter reading stats report to evaluate the meter reading accuracy and reading stats report to evaluate the accuracy and reading percentage to determine monitoring and penalties in terms of the SLA

**Key Competencies:** \*Ability to act independently. \*Good human relations to interact with personnel and public. \*Financial Management skills. \*Analytic and strategic thinker.

### **BUDGET AND FINANCIAL REPORTING**

#### **1 x ASSISTANT ACCOUNTANT BANK RECONCILIATION AND CASH FLOW Ref: (5/3/4/3/48) {RE ADVERT}**

**Salary Scale:** R 394 565.13 – R 435 670.76 per annum (Post level 6)

**Requirements:** \*Grade 12 \*B-Degree/National Diploma in Accounting \*Minimum 2 years related experience \*Computer literacy \*Valid Code B Driver's License.

**Key Performance Area:** \*The incumbent will be responsible for assisting Accountant Bank Recons & Cash flow in the following: \*In performing bank reconciliation of Council's bank accounts \*Receive cash flow report on all spending \*Consult directorates/departmental heads in respect of expected cash flow (Capital Expenditure, etc.) \*Submit Cash flow statements monthly to budget and Treasury Management Team, Council and National Treasury \*Capturing new investments and calculate interest received \*Update Investment Register to reflect current position \*Maintain a register reflecting all investments specifying purpose of investment, institution where invested, interest rate, interest earned, type of investment, balance, and vote allocations for capital and interest earned \*To communicate with regional administrators to ensure that money collected are captured and banked on time. \*To rotate with regional offices to ensure that all money received are being captured on the financial systems

**Key Competencies:** \*Interpersonal and people skills \*Communication skills \*Report writing skills and attention to details.

## **EXPENDITURE**

### **1X ACCOUNTANT: ACCOUNTS PAYABLE (Ref:5/3/4/3/107) {RE ADVERT}**

**Salary Scale:** R 446 563.58 – R 493 206.76 per annum (Post Level 05)

**Requirements:** \*Grade 12. \*B Degree/N Diploma in accounting or equivalent with accounting \*Minimum 3 years relevant experience. \*Computer literate.

**Key Performance Area:** \*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. \*Ensure that all control accounts are reconciled by the 15<sup>th</sup> 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 10<sup>th</sup> 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

## **SUPPLY CHAIN MANAGEMENT**

### **1 x Accountant: Supply Chain Practitioner Contract Management Ref: (5/3/4/3/57) {RE ADVERT}**

**Salary Scale:** R 446 563.58 – R 493 206.76 per annum (post level 05)

**Requirements:** \*Grade 12 \*B-Degree/National Diploma in Commerce/Business Management/Supply Chain Management/Accounting/Logistics \*Minimum 3 years relevant experience in supply chain performance management \*Knowledge of MFMA and Treasury Regulations \*A Valid code B driver's licence \*Computer literate

**Key performance areas:**\*Drafting of contracts and service level agreement \*Perform contractual and general administrative duties as required by the unit \*Manage contract administration and the contract database/register \*Conduct supplier performance assessment consultation with project managers and

collection of contract and supplier performance information as well as verification of the completeness of supplier performance register \* perform all contractual related matters including terms and conditions of specifications/terms of reference/notices/amendments and exit provisions \*Report to Manager: Supply Chain Management

**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

## **ASSET DIVISION**

### **1 x Assistant Accountant Immovable Asset Management Ref: (5/3/4/3/108)**

**Salary Scale:** R 394 565.13 – R 435 670.76 per annum (post level 06)

**Requirements:** \*Grade 12 \*B-Degree/National Diploma in Accounting or Equivalent \*Minimum 3 years' experience \*Valid Code B Drivers' License \*Computer literate

**Key performance areas:**\*Plans activities and resources of the section by allocating resources to different teams as per needs identified in order to meet priorities \*Determining resources (people, equipment) necessary to perform scope of work by considering current utilisation level reports and with inputs from reporting staff \*Controls specific accounting procedures associated with immovable asset acquisition and disposal \*Preparing motivation for write-off and sale through auction or other prescribed means of disposal of immovable assets exceeding the allowable life cycle and coordinating the outcomes and accounting sequences thereof \*Administer Municipality's insurance portfolio by ensuring that all Municipality's immovable assets are insured \*Ensure all losses of Municipal property and liability claims against Municipality is accounted for by means of insurance claims

**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 COMMUNITY SERVICES**

### **PROTECTION SERVICES DIVISION**

#### **1X MANAGER PROTECTION SERVICES Ref: (5/3/4/7/29)**

**Salary scale:** R 680 052.70 (post level 03)

**Requirements:** Grade 12 \*B Degree In Transport Management/Traffic Diploma/Diploma in Metropolitan Police Science \*Grade A Examiner for driver's license Diploma and Grade B Examiner of motor vehicle Diploma \*Valid Code B Driver's License.

**Responsibilities:**\* Identify with the key deliverables and immediate goals detailed in the Council's IDP in respect of risk and security management.\*Formulate required annual plan (SDBIP) in accordance with the Municipality's strategic plans and mandate.\*Draw up strategic business plans for the unit to ensure that business unit plan is aligned to Council's and Directorates strategic objectives.\*Manage and Control e-natis system in the areas of jurisdiction according to Road Traffic Act.\*Manage and Audit the issuing of Driver's Licenses to ensure that all procedures and national standards are compiled with.\*Monitor tests conducted and other activities in the testing ground through the CCTV Cameras.\*Manage all stock, equipment's and machineries in the unit and take responsibility for the safe keys.\*Oversees the protection and control of Municipal assets.\*Manage municipal Traffic services functions, Law enforcement, Traffic transgression and Municipal by-Laws.\*Develop and Implement the traffic management plans.\*Plan and Facilitate law

enforcement operations and ensure that all traffic regulations are enforced \*Develop, implement, monitor and evaluate operational work plans for traffic.\*Develop traffic Engineering and safety policies to ensure the safety of road users.\*Develop Crime Prevention policies to ensure the safe environment for the community.\*Oversee the process and procedures of banking the daily collection and evaluate strategies.\*Manage and control petty cash and income in the unit and audit balances on daily basis to ensure sound financial management\*Generate monthly and weekly reports for the Unit\*Liase with Provincial to discuss administration systems and the National Inspectorate to discuss the regulations.\*Identify staff development and training needs to achieve overall objectives \*Represent the municipality in all security cluster meetings \*Knowledge of Municipal laws and regulations

**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.

## **WASTE MANAGEMENT DIVISION**

**1x MANAGER: WASTE MANAGEMENT Ref: (5/3/4/7/45)**

**Salary Scale:** R 680 052.70 per annum (post level 03)

**Requirements:** \*Grade 12 \*B Degree in Environmental Science/Waste Management or Equivalent qualifications \*Registration with relevant registration authority will be added advantage \*Minimum 5 years relevant experience\* A valid Code B driver's License

**Key Performance Area:** \*Manage contracts for waste management services rendered by other parties to ensure efficient control over contractors \*Manage and control refuse removal in so far as personnel and the budget concerns to ensure safe and healthy environment \*Inspect solid waste disposal measures to ensure the application of prescribed health measures at the dumping sites \*Develop recycling programmes and monitor implementation there of and provide support to informal recyclers \*Monitor complaint received in respect to illegal dumping and writing of reports and notices \*Manage of biodiversity, open spaces, conservation areas and natural resources \*Devise youth and adult education relating to environment \*Manage the co-ordination of plans and activities to input in the annual IDP \*Plan annual programming in terms of activities and budget for section, based on inputs from officer for review by the Director Community Services for inclusion into departmental plan and the institutional service delivery budget implementation plan \*Develop sustainable energy, improvement of air quality and sustainable water management and the conservation of cultural resources \*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)**

**Salary Scale:** R 680 052 per annum (post level 3)

**Requirements:** \*Grade 12 \*B-Degree in Human Settlement/Building Science or Equivalent \*Minimum 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: (5/3/4/9/45)**

**Salary Scale:** R394 565.13 – R435 670.76 per annum (post level 6)

**Requirements:** \*Grade 12 \*National Diploma in Civil Engineering or Equivalent \*Minimum 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

## **SPATIAL PLANNING & LAND USE MANAGEMENT**

### **1x MANAGER SPATIAL PLANNING AND LAND USE MANAGEMENT Ref: (5/3/4/9/41)**

**Salary Scale:** R680 052.70 per annum (post level 3)

**Requirements:** \*Grade 12 \*B-Degree in Town Planning/Regional Planning \*Registration with SACPLAN or Equivalent \*Minimum 5 years relevant experience\* A valid Code B driver's License

**Key Performance Area:** \*Manage land utilization according to the SDF and approved policies \*Responsible to manage applications for rezoning , removal of restrictive title deed condition, subdivision of existing Council-owned erven for optimal use of Council-owned properties \*Manage the preparation of reports to tribunal/council for approval and comment on reports from other departments \*Manage divisional budget \* Assist/provide staff members, clients and potential developers with regard to Town Planning information, requirement, legislations and maps \*Overall supervision of spatial planning and land use management \*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

## **IDP DIVISION**

**1x IDP OFFICER Ref: (5/3/4/9/10) {RE ADVERT}**

**Salary Scale:** R 420 295.14 – R 464 194.60 per annum (post level 5)

**Requirements:** \*Grade 12 \*Diploma in Management or Equivalent \*Minimum 3 years relevant experience\* A valid Code B driver's License

**Key Performance Area:** \*Provide inputs and generating aspects that should be including in the organizational strategic plan (IDP) during the IDP review process \*Assist in the coordination and implementation of IDP process \*Ensure that performance indicators and targets are reflected in the IDP base on Operational Service Delivery plans of departments \*Assist in establishment and maintain community consultation and participation structures and forums \*Align IDP with District, Provincial and National initiatives \*Ensure the adoption and approval of IDP \* Perform an annual review process of IDP and draft revised IDP \*Compilation of business plans to obtain funding for current and new projects in the five developmental areas of the Municipality \*Compilation of agendas and minutes of forum and other related community participation meetings

**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

**LOCAL ECONOMIC DEVELOPMENT**

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

**Salary Scale:** R 394 565.13 – R 435 670.76 per annum (post level 6)

**Requirements:** \*Grade 12 \*National Diploma in Agriculture or Equivalent \*Minimum 3 years relevant experience\* A valid Code B driver's License

**Key Performance Area:** \*Attend meetings in relation to mining activities within the municipality \*Prepare monthly reports for submission to the Manager Local Economic Development \*Develop partnerships with communities to develop and promote opportunities \*Assist local organisations, Businesses and individuals with establishing economic and community development plans \*Co-ordinate the provision of development support to SMMEs and potential SMMEs \*Link the entrepreneurs with potential buyers and markets \*Develop a business registry \*Provide advice on licensing, taxation and business related requirements

**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 TECHNICAL SERVICES**

**ROADS AND STORM WATER**

**1 x ASSISTANT MANAGER: BUILDING: Ref: (5/3/4/4/92)**

**Salary Scale:** R 600 853.86 per annum (post level 4 (a))

**Requirements:** \*Grade 12 \*National Diploma in Civil Engineering or Equivalent \*The incumbent should be a Qualified Artisan \* Minimum 4 years' experience \*Valid Code B Driver's License.

**Responsibilities** \*Co-ordinates tasks/ activities associated with the implementation of procedures, monitoring and reporting on maintenance of building infrastructure \*Assessing the adequacy of procedures, systems and controls associated with vehicle, plant, equipment, material availability and utilisation \*Evaluating current security, safety measures and correcting deviations from set procedure \*Inspecting facilities and surroundings \*Arranging for defects and/or maintenance requirements to be attended to \*Approving and/or verifying adjustments or amendments to operating, administrative and/or reporting sequences/ practices at the workshop \*Investigating accidents/incidents with a view to accurately describing/ detailing sequences to facilitate reporting/updating of registers and records \*Participating in operational discussions/meetings and elaborating/presenting factual information to support the status of activities, progress/constraints/quality and cost dimensions associated with current maintenance programmes or urgent works \*Analysing financial resource requirements against project scope and time frames with a view to optimizing utilisation, achieving cost effectiveness and input into the preparation of budgets \*Preparing resource allocation schedules (cost, material and time spread) and priority programmes for execution and, conducting briefing sessions with specialist/ supervisory personnel and/ or contractors, explaining requirements and outcomes \*Responding to urgent/unscheduled work requests, allocating resources.

**Key Competencies:** \*Be able to deal with emergencies \*Be able to plan properly and amend the operational plan \*Systematic approach to things as they come to solve them in an acceptable manner.

### **1 x SUPERINTENDENT SURFACED ROADS (Ref:5/3/4/5/50)**

**Salary Scale:** R 394 565.13 – R 435 670.76 per annum (post level 6)

**Requirements:** \*Grade 12 \*National Diploma in Civil Engineering \*Computer literacy \*Minimum of 3 years' relevant experience \*Valid Code C1 Drivers' License.

**Key Performance Area:** \*Check and evaluates all Surfaced roads and streets \*Conduct planned, periodic and emergency responses as and when required on roads surfacing \*Responds to stakeholder questions and provide assistance \*Attend to enquiries and complaints received from the public and liaise with the public in this regard \*Report findings to the Technician in writing or verbally \*Forward costs to the Technician for budgetary purposes \*Monitor the safety standards on sites through regular site meetings to comply with Occupational Health and Safety Act \* Monitor individual performance, in accordance with performance objectives, daily.

**Key Competencies:** \*Be able to deal with emergencies \*Be able to plan properly and amend the operational plan \*Systematic approach to things as they come to solve them in an acceptable manner.

## **PROJECT MANAGEMENT UNIT**

### **1x CIVIL ENGINEERING TECHNICIAN –Ref: (5/3/4/5/53)**

**Salary scale:** R531 026.25 – R557 922.55 per annum (post level 4(b))

**Requirements:** \*Grade 12 \*B-Degree/National Diploma in Civil Engineering \*A valid Code B driver's License. \*Minimum 3 years relevant experience

**Key performance areas:** \*Assist on the evaluation of consultants and contractors by providing the procuring officer with the necessary technical information (MIG conditions). \*Evaluates and comments on feasibility study and technical reports by checking for compliance of the final recommendation and specification to MIG and sector Departments. \*Attends and participate during briefing of consultant by projects Management Unit (PMU). \*Monitor projects progress, scope, quality and budget and control by performing associated project management functions to ensure project delivers on its mandate. \*Ensure project compliance with Expanded Public Works Programme (EPWP) principles about use of labour intensive construction methods for low-volume roads. \*Evaluates and comments on designs, tender drawings, specifications, tender documents and costs estimates.

**Key Competencies:** \*Project management skills. \*Ability to work under pressure accurately set and meets deadlines timeously. \*Computer literacy particularly management specialist software.

## **ELECTRICAL ENGINEERING: MAINTENANCE & OPERATIONS**

### **1x MANAGER ELECTRICAL ENGINEERING MAINTENANCE AND OPERATION Ref:(5/3/4/5/56)**

**Salary scale:** R 680 052.70 per annum (post level 03)

**Requirements:** \*Grade 12 \*B-Degree in Electrical Engineering \*Government Certificate of Competency as an Electrical Engineer \*Registration as a Professional Engineer shall be added advantage\* Valid Code B Driver's License \*Minimum of five year's engineering related experience.

**Responsibilities:** \*Develop a long term grid and non-grid electrification strategy and plans that is aligned to the national electrification programme \*Develop a five year master plan on electrical engineering as per municipality directives.\*Oversees the process of coordinating all Municipality's electrification initiatives.\*Monitor timeously delivery of electrical engineering plans within the scope and budget.\*Manage the procurement, distribution and supply of electricity in the licensed supply area of the Municipality as issued by the Electricity Regulator.\*implement the incident protocol to manage interruptions of a major scale.\*Facilitate community involvement in the preparation of action plans and packaging community projects and funding the proposals based on the identified needs.\*Oversee and monitor the bulk supply meter readings in the Municipality to ensure technical correctness in the billing system of bulk supply meter readings.\*Coordinate with Eskom for the supply and delivery of electricity to customers within the area of supply of Eskom within the Municipality's jurisdiction.\*Monitor the total load curve and optimize load control to prevent penalties from Eskom tariff.\*Provide technical support to stakeholders with enquiries regarding electrical engineering specifications, requirements and regulations.\*Attend to all complaints from the public and identify problems through inspections and oversee that the complaints are solved.\*Review the final electrical engineering file and prepare review notes, to resolve electrical matters that were not completely addressed by the team.\* Conduct quality assurance reviews across teams to ensure that all work conducted is to standard \*Knowledge of Municipal laws and regulations

**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.

### **1X SUPERINTENDANT OHS OFFICER (Ref:5/3/4/5/51)**

**Salary scale:** R446 536.58 – R493 206.76 per annum (post level 5)

**Requirements:** \*Grade 12 \*National Diploma in Safety Management and Incumbent should be a Qualified Electrician \*Certificate in SAMTRAC \* Valid Code B Driver's License \*Minimum 3 years' experience

**Responsibilities:** \*Conduct internal incident investigations in consultation with the health and safety representatives and in line management to identify the root cause and to mitigate future occurrences by putting measures in place to prevent reoccurrence \*Facilitate and co-ordinate the election/nomination of Health and Safety Representatives.\*Facilitate and co-ordinate OHS Committee Meetings \*Facilitate training of representatives and committees members \*Formulate and review OHS policies, procedures and guidelines \*Inspect all Electrical workstations and assess findings with health & safety standards and to identify if there are contraventions of OHS Act \*Inspect Personal Protection Clothing issued to employees to ensure that employees are provided with right PPC \*Conduct site visits to check if the contractors are

adhering to rules of the agreement \*Attend site meetings to assist in matters of OHS \*Facilitate and coordinate Safety talks by supervisors and representatives at electrical section \*Approve the COC

**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.

## **1X MANAGER ELECTRICAL INFRASTRUCTURE DEVELOPMENT (Ref: 5/3/4/5/57)**

**Salary scale:** R 680 052.70 per annum (post level 03)

**Requirements:** \*Grade 12 \*B Degree in Electrical Engineering \*Government Certificate of Competency as an Electrical Engineer \* Valid Code B Driver's License \*Minimum of five years engineering related experience.

**Responsibilities:**\*Manage the implementation and smooth running of infrastructure projects by recording all problems and achievements.\*Manage operational and maintenance duties in the most effective and efficient manner.\*Develop and implement section's operational plans to ensure improved service delivery and alignment with the department's plans.\*Support implementation of the appropriate applications and /or analyse and synthesize relevant information to support detailed physical planning.\*Manage procurement processes involved in the section for acquisition of services from Contractors, Suppliers, and Other service providers by compiling scoping reports, advertising tenders or seeking quotations.\*Draft monthly report on the expenditure of the budgets and of the operators by recording all problems and achievements.\*Facilitate smooth communication amongst all stakeholders in the infrastructure services provision sector within the municipality.\*Communicate and meet regularly with stakeholders to discuss the operations.\*Determine staff levels and prepare motivation for the filling of vacancies to complete functional objectives and requirements.\*Evaluate individual and team performance and address deviations from agreed performance indicators \*Knowledge of Municipal laws and regulations

**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.

## **1 x SUPERINTENDENT: METERING (Ref: 5/3/4/5/32) {RE ADVERT}**

**Salary Scale:** R 446 563.58 – R 493 206.76 per annum (post level 5)

**Requirements:** \*Grade 12 \*National Diploma in Heavy Current Electrical Engineering \*Valid ORHVS certificate and Qualified Electrician \*LV regulation certificate (3PH wireman's licence) \*Computer literacy \*Must be able to perform senior standby duties \*Minimum of 3 years' relevant experience \*Must be healthy person \*Valid Code C1 Drivers' License.

**Key Performance Area:** \*Supervise the maintenance of electrical network systems, metering devices, LV/MV and HV metering equipment. \*Supervise the construction and installation of new or upgrade metering electrical networks, substations, transformers, distribution and metering panels. \*Inspect the electrical conditions of installations for planned maintenance \*Random inspections of work where contractors and staff have been working and also ensure that all safety procedures have been followed \*Determine what future work is required in order to ensure properly maintained Council metering networks. \*Responsible for revenue enhancement and energy losses \*Liaise other with supply authority, local customers, other departments and public as required \*Responsible for the control and safe execution of all HV systems switching operations in accordance with switching and operating regulations.

**Key Competencies:** \*Be able to deal with emergencies \*Be able to plan properly and amend the operational plan \*Systematic approach to things as they come to solve them in an acceptable manner.

## **DZANANI REGIONAL OFFICE**

### **1x REGIONAL ADMINISTRATOR: DZANANI REGIONAL OFFICES Ref: (5/3/4/1/10)**

**Salary Scale:** R 600 853.86 per annum (post level 4(a))

**Requirements:** \*Grade 12 \*National Diploma in Public Administration or Equivalent \*Minimum 4 years relevant experience\* A valid Code B driver's License

**Key Performance Area:** \* Report direct to the Municipal Manager \*Submission of annual budget requirements for Dzanani 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 Municipal Manager \*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

## **WATERVAL REGIONAL OFFICES**

### **1 x Centre Officer – Ref: (5/3/4/5/55) {RE ADVERT}**

**Salary Scale:** R394 565.13 – R435 670.76 per annum (post level 06)

**Requirements:** \*Grade 12 \*Diploma in Public Administration or relevant qualification \*Minimum 3 years' experience \*A valid Code B driver's License and Computer Literacy \*Certificate in Municipal governance shall serve as an added advantage.

**Key performance areas:**\*Manage, administer and oversee the infrastructural facilities of Vleifontein Services to ensure that facilities are effective and efficient \*Manage and promote liaison between the community and represented departments at Vleifontein to ensure that service delivery meets with the needs of the community \*Regulate the service schedule of the Departments / Service providers \*Facilitate the process to collect information on and interpret the community needs to ensure service delivery / improvement /expansion of services and the activation of new services at the centre\*Provide the office space to the service providers\*Ensure that the office space is managed cost effectively and in a sustainable manner \*Report to the Administrator

**Key Competencies:**\*Presentation and facilitation skills \*Time management \*Communication skills \*Report writing skills \*Good personality to communicate with the consumers and members of the public

## **LUVUVHU REGIONAL OFFICE**

### **1x REGIONAL ADMINISTRATOR: LUVUVHU REGIONAL OFFICES Ref: (5/3/4/1/9)**

**Salary Scale:** R 600 853.86 per annum (post level 4(a))

**Requirements:** \*Grade 12 \*National Diploma in Public Administration or Equivalent \*Minimum 4 years relevant experience\* A valid Code B driver's License

**Key Performance Area:** \* Report directs to the Municipal Manager \*Submission of annual budget requirements for Luvuvhu Region \*Overall management of Roads, storm water and sidewalks and open spaces in Luvuvhu Region \*Manage parks, recreational facilities and cemeteries in Luvuvhu Region \*Compilation of annual maintenance program of Luvuvhu Region \*Submit monthly progress report to Municipal Manager \*Manage all staff in Luvuvhu 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.

**1X PUBLIC PARTICIPATION OFFICER Ref: (5/3/4/8/39)**

**Salary Scale:** R394 565.13 – R435 670.76 per annum (post level 06)

**Requirements:** \*Grade 12 or National Diploma in Public Administration/Political Science or relevant qualification. \*Valid Code B drivers' licence \*Minimum 2 Years relevant experience.

**Key Performance Area:**\*Monitor ward committee functionality within the municipality and the meetings as per schedule \*Coordinate and facilitate communication to the relevant departments with regard to service delivery issues that need intervention \*Encourage community participation during events such as IMBIZO \*Distribute the draft policies and by-laws to the relevant stakeholders on time \* Arrange public participation meetings in liaison with the local municipalities \*Monitor submission of ward committee monthly report \*Coordinate and facilitate communication to the relevant departments with regard to service delivery issues that need intervention \* Interpretation of Local Government statutes

**Key Competencies:** Interpersonal skills\*Communication skills\*Supervisory skills and Managerial 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 deliver at 83 Krogh street, Civic Centre MAKHADO MUNICIPALITY**

**For more information contact Manager Human Resource Mr Dagada N 015 519 3225 or Ms Hlangwane F.S 015 519 3127 or Mr Muofhe A.P 015 519 3121**

**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: 25 & 26 March 2021**

**Closing Date: 16 April 2021**

**Notice No: 50/2021**

**File No. 5/3B**