

# NATIONAL ADVERT



**Makhado Municipality is an equal opportunity employer upholding the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned posts.**

## **OFFICE OF THE MUNICIPAL MANAGER**

### **INTERNAL AUDITOR X 2 (ref: 5/3/4/3/64)**

**Salary Scale:** R 267 623.49 – R 295 504.39 per annum (post level 6)

**Requirements:** \*Grade 12 or NQF Level 4. \*B.Com in accounting or \*National Diploma in Internal Auditing. \*Membership with IIA will serve as an added advantage. \*At least 2 years relevant experience. \*A valid Code B driver's licence.

**Responsibilities:** Prepares and administers internal audit activities to provide an effective and efficient audit service by identifying areas and activities that should be audited based on work plan received from supervisor. Compiling schedule of work to be performed to ensure target dates are met. \*Compiling reports of findings to provide feedback to the relevant directorates, Audit Committee and Council through the Head of Division.

**Key competencies:** Must be able to take rational decisions. Be able to meet pre-determined deadlines. Be able to work under pressure and confidentiality.

## **DEPARTMENT: CORPORATE SERVICES**

### **INFORMATION COMMUNICATION TECHNOLOGY**

#### **ICT TECHNICIAN (ref: 5/3/4/9/98)**

**Salary Scale:** R 231 229.86 – R 260 937.08 per annum (Post level 07)

**Requirements:**\*Grade 12 or NQF Level 4. \*Degree/National Diploma in Information Technology or Equivalent qualifications. \*Qualification in A+, N+ and MCSE (Microsoft Certificate Systems Administrator) will be an added advantage. \*A minimum of 2 years relevant experience. \*A valid Code B drivers Licence.

**Responsibilities:** \*Perform day to day operations of ICT support to users. \*Implement of regular housekeeping. \*Installation and configuration of software. \*Maintain updates of ICT assets, month and day to day administration and troubleshooting, communication skills.

**Key Competencies:** \*Good communication and human relations skills. \*Attention to details.\*Must be able to work under pressure.

## **HUMAN RESOURCE MANAGEMENT DIVISION**

### **HEALTH & SAFETY OFFICER (ref: 5/3/4/8/18)**

**Salary Scale:** R 303 892.72 – R 334 529.60 per annum (post level 5)

**Requirements:**\*Grade 12 or NQF Level 4. \*Degree/Diploma in Safety/Environmental Health Management with 3 years relevant experience.\* Valid Code 08 driver's license\*Added advantage: Registration with a professional institution for OHS officers certificate in project/programme management or risk management.

**Responsibilities:**\*Implementing the provisions of the OHS Act, Regulations promulgated there-under and health & safety standards incorporated in these Regulations.\*Reporting on OHS activities in Council.\*Attending HR Working Group Meetings to exchange ideas with other municipalities.\*Budget and administer OHS budget to ensure effective running of OHS management system.\*Facilitating training on OHS matters to ensure that employees and managers understanding their role and responsibilities, hazards attached to their jobs as well as the provision of the OHS Act.\*Anticipating, identifying and evaluating safety hazards or conditions arising municipal workplaces/stations which may cause injury, illness or adverse health effects to the employees or members of the public or may cause damage to property.\*Attending Limpopo OHS Forum co-ordinated by provincial Department of Labour. \*Administering claims for compensation with regard to injuries on duty (COIDA) and occupational diseases for medical costs, salaries during sick leave and for permanent disablement or pension.

**Key Competencies:** Computer literate\*Oral and written skills\*Knowledge of the Occupational Health Safety Act and Compensation of Injuries and Diseases Act. \*Must be able to work under pressure.\*Good interpersonal skills and human relations.

## **DEPARTMENT: BUDGET AND TREASURY**

### **BUDGET DIVISION**

#### **ACCOUNTANT: BANK RECONCILIATION & CASH FLOW (ref: 5/3/4/3/89)**

**Salary Scale:** R302 892.72 – R334 529.60 per annum (post level 5)

**Requirements:**\*Grade 12 or NQF Level 4. \*B.com Degree/Diploma with Accounting I, II & III as a major subject or National Diploma in Accounting. \*Computer Literacy.\* At least 3 years relevant experience.\*A valid Code 08 Driver's License.

**Responsibilities:**\*To perform Bank reconciliations of council's Bank Accounts.  
\*To perform municipal cash flow statements on monthly basis and submit the statements to Manager Budget & Financial control for reporting purposes.  
\*To report any grants received to Manager Budget & Financial Control for grants reconciliation purposes. \*To perform investments of the municipality and capitalize all interests received on the investment. \*Compile investment register and investment reconciliations for the municipality. \*To communicate with regional administrators to ensure that money collected are captured and banked on time. \*Investigate and give advice on any differences between cash book and bank statements. \*Ensure that all bank charges and debit orders are captured or journalized on the financial system on monthly basis. \*Communicate with the banker to ensure that original bank a statement is received on monthly basis. \*Help auditors during audit.

**Key Competencies:** \*Financial Management skills. \*Ability to act independently.  
\*Confidentiality. \*Good Communication and Human Relations Skills.

## **REVENUE DIVISION**

**ACCOUNTANT: DEBT COLLECTIONS AND CREDIT CONTROL (ref: 5/3/4/3/69)**

**Salary Scale:** R302 892.72 – R334 529.60 per annum (post level -5)

**Requirements:** \*Grade 12 or NQF Level 4. Appropriate B-Degree or Diploma; major in Accounting. Minimum 3 years relevant experience. \*Computer literacy. \*Code 08 drivers licence

**Responsibilities:** Co-ordinates activities and procedures associated with direct supervision and monitoring of personnel and services by ensuring that employees are familiar with performance standards. \*Plans, coordinates and manages activities of the debt collections and credit control sections. \*Provide draft policy, strategic and operational direction to the credit management section by interpreting policies, legislation and trends and guiding the section in implementing updated policies and procedures. \*Approve arrangements with debtors in terms of delegated authority as provided for in credit management policy.\*Ensure that customers receive quality service and queries are dealt with satisfactory. \* Compile programs and procedures for the collection of outstanding monies/payments.

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

**ACCOUNTANT: BILLING PROPERTY RATES AND CLEARANCES (ref: 5/3/4/3/97)**

**Salary Scale:** R302 892.72 – R334 529.29 per annum (post level -5)

**Requirements:** \*Grade 12 or NQF Level 4. \*Appropriate B-Degree or Diploma; major in Accounting. \*Minimum 3 years relevant experience.\*Computer literacy. \*Code 08 drivers licence.

**Responsibilities:**\*Control and administer the meter administration in order to ensure accurate accountants and good client service by controlling the billing process of the allocated billing cycles.\*Installing new conventional meters on the data base and remove old conventional meters as well as re-placements by pre-paid meters.\*Requesting and receiving test readings from the service provider.\*Render client service to ensure good service delivery by applying the tariff structure as approved by council in the billing process.\*Controlling and checking the finalization of closed accounts.\*Checking the correctness of new accounts and correcting any mistakes or charges.\*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.

## **SUPPLY CHAIN MANAGEMENT**

### **ACCOUNTANT: SUPPLY CHAIN PRACTITIONER CONTRACT MANAGEMENT (ref: 5/3/4/3/57)**

**Salary Scale:** R 302 892.72 – R 334 529.60 per annum (post level 5)

**Requirements:** \*Grade 12 or NQF Level 4. \*Bachelor Degree/ National Diploma in Commerce or relevant supply chain qualification, Accountancy or logistics.\*At least 3 years relevant experience in supply chain performance management.\*Knowledge of MFMA and Treasury Regulations. A valid code 08 driver's licence.

**Responsibilities:** \*Assist with the 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. \*Conduct supplier performance assessment with project managers. Compile and monitor supplier performance register. \*Assist with contractual related matters including terms and conditions of specifications/terms of reference.

**Key Competencies:** \*Communication and organizational skills. \*Planning and decision making skills. \*Interpersonal relations skills. Computer literacy (MS Word,MS,Excel and Internet). \*Ability to work under pressure and be self-motivated.

## **DEPARTMENT:DEVELOPMENT PLANNING** **( SURVEY GIS AND SURVEY)**

### **GIS TECHNICIAN (ref: 5/3/4/9/40)**

**Salary Scale:** R360 181.60 – R378 424.73 per annum (post level 4)

**Requirements:** \*Grade 12 or NQF Level 4.\*Diploma/Degree in Geographical Information Systems /Cartography/Geomatics. \* 3 years relevant experience.\*A valid code 08 drivers license.

**Key performance areas:** Plan, leads organize and controls the GIS Sub Section by control the filling of completed projects information and other technical information. \*Perform data analysis and specifying report formats. \*Compilation of maps and digital data for issuing i.e. contours Orthophoto's and DTM's from services register to internal and external parties. \*Assist the town planner with the control and operations pertaining to central plotting facility. \*Present data and draught of plans (GIS). \*Attends all internal and external meetings as required for the purpose of enhancing the organizations GIS status, both locally and regionally.

**Key competencies:** computer literacy with special emphasis on Ally CAD, Arc Map and ArcView 9.2. Packages. \*Relevant end user database experience. Good communication and interpersonal skills. Attention to detail

## **TECHNICAL SERVICES CIVIL ENGINEERING**

### **PROJECT MANAGEMENT UNIT**

#### **CIVIL ENGINEERING TECHNICIAN (ref: 5/3/4/4/8)**

**Salary Scale:** R 360 181.60 – R 378 424.73 per annum (post level 4)

**Requirements:** \*Grade 12 and a Diploma in Civil Engineering or equivalent qualification. \*A valid Code B driver's License. \*At least three years' relevant experience.

**Responsibilities:** \*Assists 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 the consultant by Project Management Unit (PMU). Monitor projects progress, scope, quality, and budget and duration 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.

## **TECHNICAL SERVICES ELECTRICAL ENGINEERING**

### **(ELECTRICAL ENGINEERING: NETWORK & DESIGN)**

#### **SUPERINTENDENT: URBAN (ref: 5/3/4/5/32)**

**Salary Scale:** R 302 892.72 – R 334 529.60 per annum (post level 5)

**Requirements:** \*Grade 12 or NQF Level 4 \*NQF level 6 in Heavy current Electrical Engineering. \*Valid ORHVS certificate and Qualified Electrician. \*HV regulation certificate (3PH wireman's licence). \*Computer literacy. \*Must be able to perform senior standby duties. \*Minimum 3 Years relevant experience. \*Must be a normal person with good health. \*Code EB Drivers licence.

**Responsibilities:** \*Maintain all urban substations, cubicles and cables to houses using financial budget. \*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 urban network and public lighting. \*Liaise other with supply authority, local customers, other departments and public as required. \*Responsible for the control and safe execution of all MV 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.

## WATERVAL REGIONAL OFFICE

### REVENUE

#### **ASSISTANT ACCOUNTANT INCOME AND EXPENDITURE (ref: 5/3/4/3/91)**

**Salary Scale:** R 267 623.49 – R 295 504.39 per annum (post level – 6)

**Requirements:** \*Grade 12 or NQF Level 4.\*B com Degree/National Diploma in Accounting.\*Knowledge of municipal credit control.\*Two years relevant experience.\*Computer literacy.\*A valid code 08 driver's license.

**Responsibilities:**\*To co-ordinate and control the application of accounting procedures in the regional office by attending to the verification, reporting, processing and reconciliation of account receivable transactions to support analysis.\*Identification and recovery overdue accounts.\*Plans and manages activities of the Regional office by making recommendations to supervisor in terms of changes to current service delivery or need for new services.\*Manage the regional offices within credit control to assist with collection of arrears accounts of council.\*Conduct routine inspections at own office by checking floats, ad-hoc reconciliations between cash and receipts and reporting on the findings.

**Key Competencies:**\*Must be able to handle stress.\*Negotiation skills.\*Must be able to handle difficult decisions concerning debtors financial situations and debt.

#### ***NB: ALL SUCCESSFUL CANDIDATES WILL GO THROUGH A SECURITY CLEARANCE.***

Makhado Municipality has a firm commitment to the advancement of designated groups, including *women and disabled*. Forward your application on the ***Council's prescribed application form*** with a copy of CV and certified qualifications to The **Municipal Manager, Private Bag X2596, MAKHADO, 0920**. Application Forms can be collected from Civic Centre at 83 Krogh Street Makhado or downloaded on [www.makhado.gov.za](http://www.makhado.gov.za).

For more information contact **MAKHADO MM @ 015 519 3225** or **NYALUNGU N.B @ 015 519 3223**

**PLEASE NOTE: APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED**

***NB: NO FAX AND E-MAIL APPLICATIONS WILL BE ACCEPTED***

If no response is received from Makhado Local Municipality within 90 days after the closing date, it must be regarded that the application has not been successful.

**Publication Date: 26 & 29/08/2014**

**Closing Date: 15/09/2014**

**Notice No.: 114/2014**

**File No.: 5/3/B**

**MUNICIPAL MANAGER  
IP MUTSHINYALI**