

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

MANAGER: INTERNAL AUDIT (1) (ref: 5/3/4/3/65)

Salary Scale: R461 262.45 (fixed) Per annum excluding benefits.

Requirements/requirements:*B degree in internal Auditing/Accounting or equivalent. coupled with a wealth or relevant hands on management experience.* A minimum of five (5) years auditing experience, extensive knowledge in risk assessment, internal controls, internal audit procedures, general accepted accounting practices and financial systems. *A proven track record of successful performance at management level.* the following will serve as an added advantage: Knowledge in local government legislations qualified as a CIA or progress towards, knowledge in GRAP and completed article.

Responsibilities: *Direct, organize and lead the internal audit team, conducting internal audits in terms of the requirements of the MFMA liaising with audit committee and senior management*Develop audit strategies and risk-based internal audit plans in line with the groups vision, mission and strategic objectives* Facilitate risk assessment in all business units in the group* Develop, maintain and review internal audit charters* Evaluate the adequacy and efficiency of all internal controls and operating processes on a continuous basis* Guide special investigations into irregular activities* Compile and manage departmental budget.

Key Performance Areas: *Strong leadership*Communicate and Project Management skills* Negotiation *Presentation *Analysis *Evaluation *Assessment and Management of relationship.

BUDGET AND TREASURY OFFICE

EXPENDITURE

ASSISTANT ACCOUNTANT SALARIES (5/3/4/3/100)

Salary Scale: R267 623.49 - R295 504.39 per annum (post level 06)

Requirements:*National Diploma in accounting or Local Government Accounting certificate or Equivalent NQF Level 6.*Certificate in VIP payroll system shall add advantage.*At least 3 Years related experience.

Responsibilities: Issue supervision and instructions to subordinates*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.

ASSISTANT ACCOUNTANT: CREDITORS (5/3/4/3/101)

Salary Scale: R267 623.49 – R295 504.39 per annum (post level 06)

Requirements:*National Diploma in Accounting or Municipal Financial Management or Equivalent NQF Level 6.*Certificate in munsoft system shall add advantage.*At least 3 Years related experience.

Responsibilities: *Co-ordinate activities and procedures associated with direct supervision and monitoring of personnel and services of the financial planning section.*Implementing corrective and motivational action.*Communicates policy, decisions and relevant information to ensure that the section functions and performs in synchronisation with other sections and other department to achieve common goal.*Receive and validate payment request by verify and authorize expenditure allocations and compliance with policies.*Check creditors run by supervises computer system, Munisoft with regards to cheque run, price adjustments and user register.*Match creditor invoices to payment vouchers.*Approves requisitions, petty cash, journals and insurance claims.*Receive and validate pre-payment report.

Key Competencies: *Communication skills.*Computer literacy.*Interpersonal skills.

ASSET MANAGEMENT

ACCOUNTANT: IMMOVABLE ASSET MANAGEMENT (5/3/4/3/18)

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

Requirements:*B Degree in accounting or NQF Level 6.*At least 3 years relevant experience.*Code 08 Drivers licences.

Responsibilities:*Plans and manages 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, money) necessary to perform scope of work by considering current utilisation level reports and with inputs from reporting staff.*Manages and 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.*Manage and administer council insurance portfolio by ensuring that all councils immovable assets are insured.*Ensure all losses of council property and liability claims against council is accounted for by means of insurance claims.

Key Competencies:*Attention to details.*good communication skills.*Able to withstand stress.

DEVELOPMENT PLANNING

BUILDING INSPECTOR (5/3/4/4/9)

Salary Scale: R267 623.49 – R295 504.39 per annum (post level 06)

Requirements:*National Diploma in Building Science/Building Management or Civil Engineering. Valid code 08 Drivers License. *Advanced Computer literacy.*Excellent interpersonal and facilitation skills which include negotiation and conflict management.*Effective Verbal Communication.*2 years relevant experience.

Responsibilities:*Routine inspection of residential, business or industrial constructions processes in line with the requirements of the National Building Regulations and Building Standards Act 103 of 1997, municipal town planning scheme, 2009 and other council policies.*Assist with the design and drawing of municipal (small structures) plans for new building or renovations.*Prevent illegal constructions (without plan approval) by issuing notices.*Prevent illegal dumping of building rubble by issuing notice and fines.*Provide onsite assistance and advice prior plan submission.*Inspection of PHP and RDPs.

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

(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/NQF Level 4.*Diploma/Degree in Geographical Information Systems /Cartography/Geomantics/Land survey/Geography. * 2 years relevant experience. *A valid code 08 driver's 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 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/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.

MAKHADO LOCAL MUNICIPALITY

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 or Hand delivered to 83 Krogh Street Makhado**. Application Forms can be collected from Civic Centre at 83 Krogh Street Makhado or downloaded on www.makhado.gov.za.

For more information contact **MRS NYALUNGU N.B @ 015 519 3223 or MR. MUOFHE A.P**

@ 015 519 3121

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.

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**MUNICIPAL MANAGER
IP MUTSHINYALI**