



MAKANA
MUNICIPALITY | EASTERN CAPE
...a great place to be



200 YEARS
reflect and imagine
...the making of a great place to be

Incorporating Grahamstown, Alicedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned vacancy. The Makana Municipality is an equal opportunity and Affirmative Action Employer.

VACANCIES/ IMISEBENZI/BETREKKINGS

EXTERNAL POSITIONS

POST 1: 1 X **MANAGER: SUPPLY CHAIN**
DIRECTORATE: **BUDGET & TREASURY**
TASK GRADE: 15
SALARY SCALE: R370 945 – R481 511 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 12 plus three (3) year Degree or National Diploma with Accounting. Qualification in supply chain management will be an added advantage. 4-6 years relevant experience in local government. Minimum of two (2) years managerial experience. Extensive knowledge of MFMA, SCM regulations, National Treasury regulations, Contract management framework, PPPFA, B-BBEE & applicable GRAP Standards. Must have CPMD (Minimum Competency Certificate) or in a process of completing CPMD. Ability to work under pressure.

COMPETENCE/SKILLS REQUIRED: Advanced computer skills. Strong Management. Supervisory, Communication and Interpersonal Skills. A valid driver's Licence.

KEY PERFORMANCE AREAS: Maintain managerial control, leadership and smooth running of SCM elements which includes demand, acquisition, logistics, risk, supplier performance and contract management. Responsible for stores management. Provide qualitative SCM monthly, quarterly and annual reports. Compile reports to National Treasury, CIDB and all relevant reports for compliance purposes (compile all relevant reports to both internal and external stakeholders). Develop SCM and Stores internal controls, policies and procedure manuals. Manage and provide support to Bid Committees and ensuring that tender turnaround time is adhered to. Prepare

contracts management register and monitor supplier performance on a regular basis. Ensure implementation of Supply Chain Management policy and other relevant laws and regulations. Prepare relevant monthly reconciliations. Supervise, develop and manage employees' performance. Provide technical support to CFO on supply chain management issues. Identify and manage all risks pertaining to Supply Chain Management processes. Develop and monitor the implementation of Procurement plan (Demand Management). Oversee receipt of requests for quotations, invitations, evaluation and award of quotes and the maintenance of supplier's database.

POST 2: 1 X MANAGER: RECORDS

DIRECTORATE: CORPORATE & SHARED SERVICES

TASK GRADE: 15

SALARY SCALE: R370 945 – R481 511 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Relevant degree or National Diploma and Various Records Management courses. Must have CPMD (Minimum Competency Certificate) or in a process of completing CPMD. A Post graduate degree will be an added advantage. A sound knowledge of Records Management in the Local Government sphere. Five (5) years' experience in a middle management position. A sound knowledge of electronic records management system.

COMPETENCE/SKILLS REQUIRED: Excellent verbal, written, report writing and interpersonal skills. Advanced computer skills. The ability to work independently and under pressure. Management and supervisory skills. Accuracy and attention to detail. A valid driver's license.

KEY PERFORMANCE AREAS: Maintain the operation of the document management classification system. Conduct regular updates and backups and liaise with directorates on the latest developments electronically. Authorise electronic archiving of closed documents and supervise scanning of new information as well as its classification on the system and distribute to various directorates. Conduct meetings with IT Unit on the maintenance of the electronic document management system. Communicate with National Archives for the approval of amendments and disposals on the document classification system. Identify records to be disposed, apply for approval and destroy or transfer documents. Attend to queries and retrieve information as and when required. Develop, implement and review policies related to records management. Keep up-to-date in terms of compliance and monitor compliance in regulating Acts. Research better ways to operate the records management and processes that will improve efficiency. Interact with Provincial Archive to standardise records management. Provide support in drafting the Makana file plan for the approval by Provincial archive. Identify and target employees for

Records Management Training. Coordinate the training, schedule dates and send invites to the trainees. Conduct training on the use of the electronic system, records management and compliance. Resolve queries and guide employees on the use of the system. Provide Auditors with the necessary information. Participate in the relevant Records Management Forum as a member. Attend meetings with the Provincial archives to discuss compliance, the inspection report and review of the operations.

POST 3: 1 X SENIOR INTERNAL AUDITOR

DIRECTORATE: MUNICIPAL MANAGER'S OFFICE

TASK GRADE: 13 (Subject to Job Evaluation)

SALARY SCALE: R285 768 – R370 945 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus three (3) years National Diploma in Internal Auditing / B.Comm Degree or relevant qualification. Five (5) years' relevant experience in the municipal environment. Good knowledge of legislation and other prescriptions affecting the organisation (including financial and non-financial legislation).

COMPETENCE/SKILLS REQUIRED: Customer Stakeholder Management, IT Audit Command Language (Audit Tool), Computer Literacy. Applicable legislative and regulatory framework, Municipal Financial Management Act, National Treasury Internal Audit Framework, Public Service Anti-corruption Strategy, King 3 reporting, International Professional Practice Framework, Code of Ethics, Institute of Internal Auditors, Public Sector Risk Management Framework, Government Accounting Standards (GRAP) Framework for Managing Programme Performance Information.

KEY PERFORMANCE AREAS: Plans, coordinates, supervises and review audit programs to provide an independent, objective assurance and consulting service to senior management through a systematic and disciplined approach to the evaluation of internal control and control activities, Accounting policies, procedures and practices, control self-assessment processes, performance management, loss control, corruption mitigation, and forensic investigations and provides support to management in the discharge of their responsibilities by providing recommendations to management through Internal Audit Manager for improvements to the risk management and control framework to ensure the existence of a positive control environment within the organization.

POST 4: 1 X ICT SECURITY OFFICER
DIRECTORATE: CORPORATE & SHARED SERVICES
TASK GRADE: 12
SALARY SCALE: R253 820 – R329 476 per annum (plus 10% scarce skill allowance plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus a Degree or IT National Diploma OR MCSE / MCSA with SECURITY+ International Certificate (Compulsory). Two (2) years or more in the field of System Administration / IT Technician or IT Desktop Support.

COMPETENCE / SKILLS REQUIRED: Communication skills, Computer operation network skills, Interpersonal skills.

KEY PERFORMANCE AREAS: Administrative: Risk analysis and management, documentation management and controls, information access controls and sanctions for failure to comply. Personnel Security: Personnel only have access to the sensitive information for which they have appropriate authority and clearance. Physical Safeguards: Assign security responsibilities, control access to media and the controls in place against unauthorized access to workstations and related equipment. Technical Security: Set the access and authorization controls for everyday operations as well as emergency procedures for data. Transmission security: Set the standards for access controls, audit trails, event reporting, encryption and integrity controls. Evaluation and compliance with security measures. Disaster recovery and Emergency operating procedures. Security Incident Response and process protocols including Incident Reporting and Sanctions. Testing of security procedures, mechanisms and measures.

POST 5: 1 X EMPLOYEE WELLNESS PRACTITIONER
DIRECTORATE: CORPORATE & SHARED SERVICES
TASK GRADE: 10
SALARY SCALE: R182 114 – R236 383 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus National Diploma or Bachelor's Degree in Social Sciences majoring in Psychology and or Social Work. At least 2 – 3 years relevant experience in similar position or HR Management position. Basic sound knowledge of Employee Wellness prescripts. Proven experience in implementing and evaluating a comprehensive health and wellness programmes.

COMPETENCE / SKILLS REQUIRED: Valid driver's license, no criminal record. Excellent verbal and written communication skills. Computer literate and be willing to work extra hours.

KEY PERFORMANCE AREAS: Facilitate social support to enhance the employee wellbeing. Improve productivity by identifying teams or individuals with social challenges. Facilitate in-house counselling and support systems for employees to reduce impact on individuals and the organisation. Report problem & cases under the attention of the management. Make recommendations in regard to solving problem cases. Administer and support chronic diseases management process. Assess chronic diseases impact in the workplace. Assist in the implementation of an integrated Employee Wellness / Assistance Programme (EWP / EAP). Assist supervisors / management with employee's job performance, absenteeism and conduct problems. Assist with the management of incapacity disability cases. Provide assistance in advising and guiding the management and staff on related matters. Facilitate the establishment and maintain partnerships with internal and external stakeholders. Generate, consolidate and submit reports and statistics. Act as a custodian of, and oversee the EAP / Wellness policy. Submit inputs for amendments to the EAP / Wellness policy. Benchmark EAP / Wellness practices to ensure best practice EAP Programme for staff and their families. Facilitate the promotion of health awareness and the facilitation of health-related events, activities and interventions (Wellness Day, TB & HIV / AIDS etc.). Coordinate & submit referrals and follow-up care reports to HR Manager. Timeously identify, assess and refer troubled employees to specialist treatment for further management and rehabilitation. Facilitate support and after care during admission and home-based care to ensure quick recovery and return to work of an employee.

POST 6: 1 X OCCUPATIONAL HEALTH & SAFETY OFFICER

DIRECTORATE: CORPORATE & SHARED SERVICES

TASK GRADE: 10

SALARY SCALE: R182 114 – R236 383 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric and National Diploma or Bachelor's Degree in Human Resources. Post graduate qualification in Occupational Health and Safety / HR Management will be an added advantage. Basic sound knowledge of OH & S legislation and good knowledge of ISO 9001. 3 years Occupational Health and Safety related experience. Proven experience in implementing and evaluating a comprehensive safety program.

COMPETENCE / SKILLS REQUIRED: Excellent verbal and written communication skills. Valid Driver's licence. Computer literate.

KEY PERFORMANCE AREAS: Assists with audits and other compliance checking processes and systems. Ensure compliance with legislation and organisational policies. Assists as required with change interventions to promote a safety culture. Identify health and safety hazards and health / lifestyles risks inherent in the workplace. Build constructive relationship with the Department of Labour, Health and Safety Inspectorate and other appropriate institution. Source or provide applicable training and workshops to ensure health and safety practices are known and adhered to. Develop and facilitate employee and health and safety representatives' induction, awareness, information and other relevant training interventions and remedial actions. Facilitating HIRA (Hazard Identification and Risk Assessment) exercises and use the exercises to increase effectiveness of the program. Keep and maintain records of findings, planned and completed actions for internal and Government Inspectorate purposes. Establish the legal and company standards that need to be met and the qualifications and /or competence levels that the appointees are required to have. Establish rules and standards for safe places of work according to relevant legislation.

POST 7: 1 X SENIOR CLERK – DEMAND MANAGEMENT

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 7

SALARY SCALE: R127 598 – R165 628 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus National Diploma or Degree in Supply Chain Management or relevant Finance qualification. 2-3 years relevant experience within supply chain in local government and supervisory experience. Completed Certificate Programme in Management Development (CPMD) will be an added advantage. Knowledge of the National Regulations relating to supply chain management and Preferential Procurement Policy Framework (PPPFA).

COMPETENCE / SKILLS REQUIRED: Computer literate. Communication skills. Integrity and the ability to deal with confidential information are essential. Excellent verbal and writing skills. Planning and organizing skills ability. Efficient and accurate with attention to detail. Decision making skills, self-management skills and ability to work well under pressure.

KEY PERFORMANCE AREAS: Monitoring and implementing of the supply chain policies. Ensuring compliance with the different statutory legislation relating to supply chain management. Conduct need assessment for the compilation of Procurement Plans. Procure goods, services and works by ways of quotations/bids in line with the Supply Chain Management Policy and SDBIP. Ensure that the procurement of goods and services required are quantified, budgeted for and timely and effectively delivered. Secretarial to the Bid Specification Committee. Ensure that relevant Bid Committee

complies as per the SCM Policy and other relevant SCM prescribed regulations. Compile procurement reports for internal stakeholders. Daily management of incoming request from end users. Assist with the organisation's procurement functions.

POST 8: 1 X ASSISTANT MEDIA & COMMUNICATIONS OFFICER

DIRECTORATE: CORPORATE & SHARED SERVICES

TASK GRADE: 9

SALARY SCALE: R161 750 – R209 954 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus three (3) year National Diploma or Degree in Public Relations, Communications, Journalism or Media Studies. Two (2) years relevant experience in the field of Public Relation, Communication or Journalism.

COMPETENCE SKILLS / REQUIRED: Sound computer literacy. Oral and written communication. Good interpersonal skills and team player. Valid driver's license.

KEY PERFORMANCE AREAS: Ensure sound internal and external communication service. Assist in adequate rendering of media coverage. Assist in communication support to all directorates through available communication mediums. Assist in organizing events. Assist in daily update of website and various social networks. Enhance the image of the municipality

POST 9: 1 X SENIOR CLERK – ACQUISITION MANAGEMENT

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 7

SALARY SCALE: R127 598 – R165 628 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus National Diploma or Degree in Supply Chain Management or relevant Finance qualification. 2-3 years relevant experience within supply chain in local government and supervisory experience. Completed Certificate Programme in Management Development (CPMD) will be an added advantage. Knowledge of the National Regulations relating to supply chain management and Preferential Procurement Policy Framework (PPPFA).

COMPETENCE / SKILLS REQUIRED: Computer literate. Communication skills. Integrity and the ability to deal with confidential information are essential. Excellent verbal and writing skills. Planning and organizing skills ability. Efficient and accurate with attention to detail. Decision making skills, self-management skills and ability to work well under pressure.

KEY PERFORMANCE AREAS: Monitoring and implementing of the supply chain policies. Ensuring compliance with the different statutory legislation relating to supply chain management. Ensure that relevant Bid Committee complies as per the SCM Policy and other relevant SCM prescribed regulations. Compile procurement reports for internal stakeholders. Daily management of incoming request from end users. Process and management of procuring goods, services and works. Assist and co-ordinate the organization's procurement functions. Goods services must only be procured in line with an authorized procurement processes. Procurement of goods and services in terms of an approved budget within the thresholds as per the Supply Chain Management Policy.

POST 10: 1 X SENIOR CLERK – CONTRACT, RISK AND PERFORMANCE MANAGEMENT

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 7

SALARY SCALE: R127 598 – R165 628 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus National Diploma or Degree in Supply Chain Management or relevant Finance qualification. 2-3 years relevant experience within supply chain in local government and supervisory experience. Completed Certificate Programme in Management Development (CPMD) will be an added advantage. Knowledge of the National Regulations relating to supply chain management and Preferential Procurement Policy Framework (PPPFA).

COMPETENCE / SKILLS REQUIRED: Computer literate. Communication skills. Integrity and the ability to deal with confidential information are essential. Excellent verbal and writing skills. Planning and organizing skills ability. Efficient and accurate with attention to detail. Decision making skills, self-management skills and ability to work well under pressure.

KEY PERFORMANCE AREAS: Monitoring the implementation of the supply chain policies. Ensuring compliance with different statutory legislation relating to supply chain management. Conclusion of contracts (SLA's and Formal contracts). Managing, administration and monitoring of contracts. Related risks to be considered and managed. Monitoring and Performance of Contracts. Filling. Compile

procurement reports for internal stakeholders. Daily management of incoming requests from end users. Assist with the organization's procurement functions. Perform any other duties as instructed by the Supply Chain Manager.

POST 11: 1 X SENIOR CLERK – STORES

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 7

SALARY SCALE: R127 598 – R165 628 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric Accounting and a relevant National Diploma in Inventory Management. 2-3 years relevant experience within stores environment and supervisory experience. Completed Certificate Programme in Management Development (CPMD) will be an added advantage. Knowledge of the National Regulations relating to supply chain management and Preferential Procurement Policy Framework (PPPFA).

COMPETENCE / SKILLS REQUIRED: Computer literate. Communication skills. Integrity and the ability to deal with confidential information are essential. Excellent verbal and writing skills. Planning and organizing skills ability. Efficient and accurate with attention to detail. Decision making skills, self-management skills and ability to work well under pressure.

KEY PERFORMANCE AREAS: Monitoring the implementation of the supply chain policies. Ensuring compliance with different statutory legislation relating to supply chain management. Procurement and issuing of stock for the stores. Ensure that monthly stock takes are performed. Prepare a schedule on differences and investigate. Ensure that the procurement of goods and services required are quantified, budgeted for and timely and effectively delivered. Ensure that fuel issue records are reconciled. Compile procurement reports for internal stakeholders. Daily management of incoming requests from end users. Assist with the organisations procurement functions. Perform any other duties as instructed by the Supply Chain Manager.

NOTE: All applications must be made on the Official Application form that can be downloaded on our website www.makana.gov.za accompanied by a comprehensive CV together with certified copies of Identity document, qualifications, driver's licence where required and other documents. Failure to comply with the above will result in disqualifying your application. Shortlisted applicants will be screened for criminal records and or any pending criminal cases records or any applicants. Canvassing of Councillors and Officials will automatically disqualify any application. Same should be posted to The HR Manager, Makana Municipality, P.O Box 176, Grahamstown, 6140. **No late / faxed / emailed applications will be accepted.** First preference will be given to internal and local municipal applicants who meet the inherent requirements of the job. Enquiries: Miss Zani Siqwede, H.R. Practitioner (E-Mail: nsiqwede@makana.gov.za).

CLOSING DATE: 22 AUGUST 2016

A handwritten signature in black ink, appearing to read 'MS MJ MEIRING', is written over a horizontal line.

MS MJ MEIRING: ACTING MUNICIPAL MANAGER