



**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 positions based in Grahamstown. The Makana Municipality is an equal opportunity and Affirmative Action Employer.

**VACANCIES/ IMISEBENZI/BETREKKINGS**

**EXTERNAL POSITIONS**

**POST 1: 1 X MANAGER: REVENUE & RECEIVABLES**

**(Re-Advertisement)**

**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. 4-6 years relevant experience in local government. Minimum 2-3 years managerial experience in Revenue and Receivables or similar position. Extensive knowledge and understanding of MFMA, MPRA, National Treasury regulations & applicable GRAP standards. Must have CPMD (Minimum Competency Certificate) or in a process of completing CPMD.

**COMPETENCE/SKILLS REQUIRED:** Advanced computer skills. Strong Management. Supervisory, Communication and Interpersonal Skills. A valid driver's Licence. Ability to work under pressure.

**KEY PERFORMANCE AREAS:** Maintain managerial control, leadership and smooth running of Revenue & Receivables elements which includes Revenue collection, Billing, Free Basic co-ordination and risk management. Responsible for Revenue, Receivables and Free Basic Services management. Provide qualitative monthly, quarterly and annual reports. Develop Revenue & Receivables internal controls, policies and procedure manuals. Ensure development and implementation of Revenue & Receivables policies and other relevant laws and regulations. Develop and implement Revenue Enhancement Strategy document. Prepare relevant monthly reconciliations. Supervise, develop and manage employees' performance. Provide

technical support to CFO on Revenue & Receivables issues. Identify and manage all risks pertaining to Revenue & Receivables processes. Oversee receipting of revenue collected on a daily basis.

**POST 2: 1 X CIVIL ENGINEERING TECHNICIAN**

***(Re-Advertisement: Candidates who have already applied for this position need not to re-apply)***

**DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES**

**TASK GRADE: 12**

**SALARY SCALE: R253 820 per annum (3 YEAR FIXED CONTRACT, NO COUNCIL BENEFITS ATTACHED TO THIS POSITION)**

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric plus three (3) year National Diploma / Degree in Civil Engineering. At least three (3) projects experience and preferably work experience in a complex and vibrant municipal environment. Knowledge of government Legislation and understanding of Local Government system is essential. Project management experience will be an added advantage.

**COMPETENCE / SKILLS REQUIRED:** Technical aptitude and business acumen. Excellent verbal and written communication skills. Advanced negotiation skills. People and diversity innovation skills. Computer literacy and possession of code 08 / EB driver's license.

**KEY PERFORMANCE AREAS:** Ensuring that all projects meet overall planning objectives and specific key performance indicators as determined by the MIG policy framework. The coordination of regular project progress meetings. Presentation of project progress to the relevant municipal steering committees. Perform project management administration functions from project registration and evaluation through final project completion report. Ensure project compliance with all applicable legislation. Enhancing relationship between contractor and management to project communities. Ensuring quality control systems through construction supervision. Perform any other duties as required by the supervisor.

**POST 3: 1 X FOREMAN / EXAMINER: TECHNICAL SERVICE**

**DIRECTORATE: COMMUNITY & PUBLIC SAFETY**

**TASK GRADE: 10**

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

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric plus an Examiner of Vehicle Diploma Grade A. No Criminal Record. A valid Driving License. Driver's License Diploma will be an added advantage. Must have two (2) years' supervisory experience.

**COMPETENCE/SKILLS REQUIRED:** Must be healthy (medical certificate to be provided). Must be able to work in all weather conditions. Must be willing and able to work standby and overtime.

**KEY PERFORMANCE AREAS:** Supervise the examination of vehicles. Assist with testing of learners and drivers licenses. Planning of task for the technical supervisor. Recording and ordering of stock. Returns for SABS and returns for department of Transport. Planning of Road changes and investigate public complaints. Inspection of vehicle examination work. Inspection on vehicle examination work. Inspection of safety and health. Manage the general workers (painters). Assist the Manager of Traffic Service with technical matters. Oversee the repair and replacement and erection of all road traffic markings and signs. Perform management rep duties. In the absence of vehicle examiner test vehicles for road worthy.

**POST 4: 1 X COMMITTEE OFFICER (RE-ADVERTISEMENT)**

**DIRECTORATE: CORPORATE & SHARED SERVICES**

**TASK GRADE: 09**

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

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric plus Administration or Secretarial Diploma or equivalent to an appropriate level of secondary education. Relevant 2 years' experience in the municipal environment, minute taking, compilation of agendas, compilation of action sheet and formulation of resolution, filing and retrieving of information.

**COMPETENCE / SKILLS REQUIRED:** Computer Literacy. Communication and listening skills. Ability to work extra hours. Attention to detail. Good writing skills.

**KEY PERFORMANCE AREAS:** Perform tasks / activities associated with co-ordinating the logistical and procedural requirements for Council and Committee Meetings. Minute taking, compilation of agendas, distribution of agendas, compilation of action sheet and formulation of resolution. Provision of secretarial support through the application of laid down meeting procedures. Accessing and making available information and performing related administrative sequences. Recording and

updating registers of attendees to Council and Committee meetings and extracting and forwarding information on request. Updating Council and Committee good copy files and records inserting items / reports, attendance registers, notification, correspondence and minutes in accordance with established referencing sequences.

**POST 5: 2 X TRAFFIC OFFICERS / LAW ENFORCEMENT OFFICERS**

**DIRECTORATE: COMMUNITY & PUBLIC SAFETY**

**TASK GRADE: 06**

**SALARY SCALE: R105 541 – R137 013 per annum (plus normal council benefits)**

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric plus Basic Traffic Officer's Diploma. No Criminal Record. Code B Driving license. Driver's license Diploma will be an added advantage.

**COMPETENCE/SKILLS REQUIRED:** Must be healthy (must provide a medical certificate). Ability to work in all weather conditions. Must be willing and able to work standby and overtime.

**KEY PERFORMANCE AREAS:** Law enforcement as prescribed in NRTA 93/96. Law enforcement as prescribed in municipal bylaws. Traffic control point duties. Testify in court. Investigate traffic related complaints. Operate portable radio as per protocol. Traffic related admin duties and execution of warrants. Attend accident scenes. Must be willing to work standby and overtime. Perform any other relevant duties as instructed by the Supervisor.

**POST 6: 1 X SENIOR FIRE FIGHTER (Grahamstown)**

**DIRECTORATE: COMMUNITY & PUBLIC SAFETY**

**TASK GRADE: 08**

**SALARY SCALE: R143 660 – R186 486 per annum (plus normal council benefits)**

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric, Fire Fighter 1 or Fire Fighter 2 certificate. Basic Ambulance Assistant Course (BAA) or a Valid First Aid Level 3 certificate. Hazmat Awareness or Hazmat Operations. At least 3 years' experience as a fire fighter with a local authority.

**COMPETENCE / SKILLS REQUIRED:** The capacity to operate under extreme stressful and often traumatic conditions. Ability to handle stress. Code EC1 driver's license. Management skills. Knowledge of operational strategies and tactics. Command and control skills and overall multi-disciplinary incident management.

**KEY PERFORMANCE AREAS:** Responding to incidents: Fire and special service calls. Supervising of fire hydrant inspections and maintenance for effective operation. Conducting flammable liquid inspections for fire safety compliance. Present in-service training to fire fighters to support the skills development of subordinates. Supervise the fire fighter routines to enhance correctness and effectiveness. Perform administrative and liaison duties to support the effective functioning of the firefighting service. Perform any other duties as instructed by the Supervisor.

**POST 7: 1 X FIRE FIGHTER (Grahamstown)**

**DIRECTORATE: COMMUNITY & PUBLIC SAFETY**

**TASK GRADE: 07**

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

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric. Must be between the ages of 18 – 30 years of age. Minimum First Aid Level 3 Certificate (Valid). Must pass two (2) entry tests (Practical and Medical Tests) to prove physical and medical fitness. Experience in the Fire Services environment will be an added advantage.

**COMPETENCE / SKILLS REQUIRED:** Code EC1 driver's license. Bilingualism. Communication Skills. Ability to work under pressure. Basic command and control skills. Physically Fit, Strength and Courage. Ability to work under strenuous conditions. The capacity to operate under extreme and traumatic conditions. Ability to respond to crises situations with determination in order to mitigate events as quickly as negative effects of the occurrence. Ability to handle stress.

**KEY PERFORMANCE AREAS:** Responsible for the fighting of fires to ensure the safety of the environment. Responsible for the executing of fire prevention to ensure the prevention of fires causing extreme damage. Rendering a Rescue Service to rescue people in danger. Handling of Hazardous material incidents. Rendering of Emergency medical service to stabilise injured persons. Rendering an urban search and Rescue Service to rescue people in distress situations. Responsible for water delivery where needed. Responsible for manning of the control room. Execution of routine daily tasks as delegated by Senior Firefighter. Responsible for maintenance of station, vehicle and equipment to ensure that work environment is always clean, ready and neat. Perform any other related duties as instructed by the Supervisor.

**NOTE:** All applications must be made on the Official Application form that can be downloaded on our website [www.makana.gov.za](http://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. 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 municipal applicants and to applicants who reside in the Makana Jurisdiction who meet the inherent requirements of the job. Enquiries: Miss Zani Siqwede, H.R. Practitioner (E-Mail: [nsiqwede@makana.gov.za](mailto:nsiqwede@makana.gov.za)).

**CLOSING DATE: 11 NOVEMBER 2016**



---

**MR. M. PLANGA: ACTING MUNICIPAL MANAGER**