



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: 4 X FINANCIAL INTERNS (under NATIONAL TREASURY)

DIRECTORATE: BUDGET & TREASURY

SALARY SCALE: R79 200 per annum

(24 MONTHS FIXED CONTRACT, NO COUNCIL BENEFITS ATTACHED TO THESE POSITIONS)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 12 / Matric Certificate. A three (3) year recognised B.Com degree or equivalent in the following fields: Financial Accounting / Local Government Finance / Economics / Risk Management / Auditing / Asset Management.

COMPETENCE / SKILLS REQUIRED: Excellent Computer skills. Good interpersonal skills. Ability to work under pressure. Communication Skills.

KEY PERFORMANCE AREAS: The interns will sign an internship contract of two years with the employer. The effect of the contract is to ensure commitment to the programme which require amongst others, full participation in the educational and workplace assignments and observance of policies and procedures. The internship training programme will be in line with the MFMA priority training areas.

POST 2: ENVIRONMENTAL HEALTH PRACTITIONER

DIRECTORATE: COMMUNITY & PUBLIC SAFETY

TASK GRADE: 11

SALARY SCALE: R202 827 – R263 289 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus three (3) year National Diploma in Public Health or B.Tech degree in Public Health. Code 08 Drivers license. At least three (3) years of previous experience as an Environmental Health Practitioner is desirable. Must be an active member of the Health Professions Council of South Africa.

COMPETENCE/SKILLS REQUIRED: Must speak, write and read Xhosa and English well. Good health fit to work

KEY PERFORMANCE AREAS: Environmental Health Services. Milk control / dairies and monitoring. Potable water sampling and monitoring. Work with all health legislation and Makana Municipality by-laws compliance. Ensure safe food to community. Pollution control air / water / noise. Inspection of business for compliance for licensing and legislation. Issuing certificates of acceptability for preparation of food and dairies. Health aspects of building plan approvals. Pauper burials. Exhumations and re-burials. Training and education; information system / work on computer / write reports. Communicate with businesses and general public daily.

POST 3: 1 X COMMITTEE OFFICER

DIRECTORATE: CORPORATE & SHARED SERVICES

TASK GRADE: 9

SALARY SCALE: R152 594 – R198 069 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus Administration or Secretarial Diploma. Relevant 2 years' experience in the municipal environment.

COMPETENCE / SKILLS REQUIRED: Computer Literacy – MS Office Applications, PowerPoint, and Excel. 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 4: 1 X TRAFFIC WARDEN
DIRECTORATE: COMMUNITY & PUBLIC SAFETY
TASK GRADE: 5
SALARY SCALE: R84 348 – R109 480 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric, at least code B driving license and no criminal record. A traffic officer's diploma will be an added advantage.

COMPETENCE/SKILLS REQUIRED: Must be healthy. Will do mostly foot patrol. Must be willing to work overtime.

KEY PERFORMANCE AREAS: Law enforcement as prescribed in NRTA 93/96. Law enforcement as prescribed in municipal by-laws. Traffic control and point duties. Testify in court. Investigate traffic related complaints. Operation of portable radio as per protocol. Traffic related admin duties. Perform any other duties relevant as instructed by supervisor.

NOTE: All applications must be made on the Official Application form accompanied by a comprehensive CV together with certified copies of Identity document, qualifications, driver's licence where required and other documents. First preference will be given to internal municipal applicants who meet the inherent requirements of the job. Same should be posted to the Administrator, Makana Municipality, P.O Box 176, Grahamstown, 6140. **No late, faxed or emailed applications will be accepted.** Enquiries: Zani Siqwede, H.R. Practitioner (E-Mail: nsiqwede@makana.gov.za).

CLOSING DATE: 12 February 2016



MS MJ MEIRING: ACTING MUNICIPAL MANAGER