

Incorporating Grahamstown, Alicedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position based in Makhanda. The Makana Municipality is an equal opportunity and Affirmative Action Employer, committed to the Employment Equity Act (55 of 1998). Previously disadvantaged individuals and people with disabilities are encouraged to apply.

VACANCIES/ IMISEBENZI/BETREKKINGS

EXTERNAL POSITIONS

POST 1: 1 X DEPUTY DIRECTOR

SECTION: PMU & CIVIL ENGINEERING

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 16

SALARY SCALE: R561 899 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: BSc or B.Tech in Civil Engineering or equivalent NQF Level. Registered as a Professional Engineer / Professional Engineering Technologist or Candidate with the Engineering Council of South Africa will be added advantage. Eight (8) years in the Civil Engineering Environment preferably at Municipal level, five (5) years Project Management experience with 3 years sound Managerial experience.

COMPETENCE/SKILLS REQUIRED: Code EB driving license.

KEY PERFORMANCE AREAS: Identifies with the broader key performance areas that support the strategic intent and the department objectives from a service delivery and performance perspective. Manages and controls the key performance indicators and outcomes of personnel. Develops and designs policy directives for Executive Committee and Council approval. Prepares capital and operating estimates and controls expenditure against the approved budget allocations. Provide advice / information and guidance on the principles, procedures and applications associated with average and complex forms of engineering Infrastructure Projects. Applies engineering principles and techniques associated with the development and presentation of technical designs for average complexity or complex forms of engineering infrastructure in accordance with ECSA guidelines. Disseminates strategic, functional and operational information on the immediate, short and long term objectives and, current applications and constraints. Perform any lawful duties as instructed by the superior.

POST 2: 1 X MANAGER

SECTION: PROJECT MANAGEMENT UNIT (PMU)

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 15

SALARY SCALE: R499 062 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: B.Tech in Civil Engineering or Post Graduate qualification in Project Management. Pr. Eng, Pr. Tech, Pr CPM – NQF 7. Professional Registration with ECSA is a pre-requisite for this position. Six (6) years in the Civil Engineering Environment. Three (3) years of supervisory experience. Relevant experience within the Municipal environment will be an added advantage.

COMPETENCE/SKILLS REQUIRED: Code EB Driving license

KEY PERFORMANCE AREAS: Identifies and defines the immediate and short term objectives / plans associated with projects and contracts. Manages and controls outcomes associated with utilization productivity and performance of personnel within the section. Manages the formulation of specific contracts and tender documents and controls contractual obligations. Controls the professional, technical and operational outcomes associated with projects / contracts. Disseminates functional and operational information on the immediate and short term objectives and current projects, problems and constraints. Perform any other lawful duties as instructed by the Superior.

POST 3: 1 X MANAGER
SECTION: HOUSING
DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES
TASK GRADE: 15
SALARY SCALE: R499 062 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Degree / Diploma in the Built Environment. Registration as a Professional Construction Project Manager with the South African Council for the Project and Construction Management Professions, will be an added advantage. Seven (7) years experience in Human Settlement delivery. Three (3) years supervisory experience.

COMPETENCE/SKILLS REQUIRED: Code EB drivers license. Computer literacy and sound interpersonal skills.

KEY PERFORMANCE AREAS: Prepares plans and develops strategies, including defining goals to determine and present the sustainability of housing projects. Manages developmental and project management processes associated with the scoping, resourcing, implementation, monitoring and communication phases of housing projects. Controls the key performance areas and critical outputs of personnel within the Branch. Managing and planning projects in terms of the IDP and coordinates administrative and financial sequences for the Section. Performs administrative duties for project administration control. Interacts internally and externally disseminating technical and professional information with recommendations, solutions and alternatives on current housing projects and completed works.

POST 4: 1 X MANAGER
SECTION: BUDGET & REPORTING
DIRECTORATE: BUDGET & TREASURY
TASK GRADE: 15
SALARY SCALE: R499 062 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus BCom Degree with Accounting as Major (NQF Level 7). Honours, Advanced Certificate or CA(SA) would be an added advantage. Five (5) years financial management experience, consultancy experience in Local Government would also be considered.

COMPETENCE/SKILLS REQUIRED: Code B / 08 valid driver's license. Must have completed the Minimum Competency for Financial Officials as outlined in the Regulations on Minimum Competency.

KEY PERFORMANCE AREAS: Manages the key performance and result indicators associated with the budget & Reporting office through the implementation of laid down policies and procedures dictating financial reporting and recording requirements, providing input into larger term objective setting and financial planning sequences, directing and executing accounting procedures and processes associated with controlling Capital Accounting & Budget, Financial Accounting Control and Consolidated Municipal Accounting. Identifies and defines the short and medium term objectives and priorities of the Budget & Reporting office by

analysing and aligning operating capacity and capabilities of the functionality to deliver against specific key performance areas. Studying capital and operating budget trends and forecasts received from internal directorates and, preparing estimates with due consideration to internal and external funding requirements and limitations. Evaluating and commenting on the strengths, weaknesses, opportunities and threats arising out of operational activities and deliverables in detailed financial reports submitted for perusal to the CFO and Executive Committee preparing and presenting reports detailing the status of expenditure and availability of funds for current and short term interventions to sub-committees and strategic meetings. Perform any other lawful duties as instructed by the Supervisor.

POST 5: 1 X MANAGER
SECTION: ADMINISTRATION
DIRECTORATE: CORPORATE & SHARED SERVICES
TASK GRADE: 15
SALARY SCALE: R499 062 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus Bachelor of Public Administration with 5 – 10 years relevant experience.

COMPETENCE/SKILLS REQUIRED: Knowledge of the Public Administration and Management in the Public Sector. Code EB Drivers License. Computer Literacy

KEY PERFORMANCE AREAS: Manages the key performance areas and result indicators associated with the Administration Section through the provision of an effective administrative, information and council support service to core service delivery functions (Committee Administration, Auxiliary Services, Reception, etc)by amending, adjusting and reviewing administration policies and procedures against department statutory and audit guidelines. Reviewing and participating in the development and implementation of committees / auxiliary services infrastructure and application platforms capable of satisfying the departments requirements in keeping with the IDP of the municipality.

POST 6: 1 X MANAGER
SECTION: SUPPLY CHAIN MANAGEMENT
DIRECTORATE: BUDGET & TREASURY
TASK GRADE: 15
SALARY SCALE: R499 062 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: BCom or equivalent three (3) year qualification with Accounting (NQF Level 7). Certificate in Municipal Financial Management Program as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 for Head of SCM. At least 5 years applicable municipal experience in Supply Chain Management functions at least an Account Level with at least 2 years Managerial experience.

COMPETENCE/SKILLS REQUIRED: Thorough knowledge of MS Excel. Compute literacy. Ability to work under pressure and meet deadlines. Valid drivers license. MunSoft experience will be an added advantage, please specify system experience.

KEY PERFORMANCE AREAS: Manages key performance areas and result indicators associated with the Supply Chain Management functionality by: effectively controlling, co-ordination and administration of all supply chain management processes within the municipality to enable departments to effectively deliver to municipal customers. Developing, maintain and constantly reviewing service level agreements within departments. Developing and maintaining constantly reviewing service level agreements within departments. Developing and and maintaining of good customer and supplier relationships in order to

accomplish immediate, short and longer term service delivery objectives as encapsulated in the Municipality's IDP and relevant legislation guiding SCM e.g. PPFA, MFMA; Promotion of Access to Information Act, SCM Act / Regulations, SIDB, Competitions Act, BBBEE, etc. Promoting, developing, monitoring, directing and controlling all aspects of SCM in the Municipality to ensure compliance with the Procurement Policy and Municipality's Administrative Framework. Manages and controls outcomes associated with utilization, productivity and performance of personnel within the functionality. Ensure effective communication and reporting internally and externally.

POST 7: 1 X SENIOR ACCOUNTANT
SECTION: AFS & GRAP COMPLIANCE
DIRECTORATE: BUDGET & TREASURY
TASK GRADE: 13
SALARY SCALE: R384 467 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus B.Com Degree with Accounting as a major subject (NQF Level 7). Three (3) years relevant experience.

COMPETENCE/SKILLS REQUIRED: Computer literacy. Thorough knowledge of Local Government Accounting and Standards. Sound Public Finance Management knowledge (PFMA, GAAP, GRAP, Treasury Regulations). Strong conceptual and analytical skills. Attention to detail. Ability to work under pressure. Knowledge of financial systems in use by the municipality.

KEY PERFORMANCE AREAS: Responsible for the implementation of outcomes associated with the Annual Financial Statements within the Finance directorate through the implementation of laid down policies and procedures and processes associated with compiling annual financial statements, planning and implementation and financial administration support to all departments; liaising with stakeholders i.e. National and Provincial Treasury, Audit Committee, etc and ensuring adherence to legislative deadlines set out by the National Treasury for Annual Financial Statements submissions, in keeping with the provisions of the Municipal Finance Management Act (MFMA).

POST 8.1: 1 X ACCOUNTANT: SCM
SECTION: DEMAND & ACQUISITION
DIRECTORATE: BUDGET & TREASURY
TASK GRADE: 12
SALARY SCALE: R341 485 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric. BCom Degree or equivalent 3 year qualification with Accounting (NQF Level 7). Certificate in Municipal Financial Management Program as prescribed by National, Government Gazette No 29967 date 15 June 2007 or in the process of completing. At least 3 to 4 years applicable municipal experience in a Municipal Supply Chain Environment. Supervisory Experience within an SCM unit for at least 12 months.

COMPETENCE/SKILLS REQUIRED: Code B drivers license. Thorough knowledge of NT SCM & CIDB regulations. Must be able to work under pressure. Computer literacy.

KEY PERFORMANCE AREAS: Coordinates and controls Demand & Acquisition accounting processes associated with the procuring of products and / or specific services through interaction and communication internally and externally on aspects pertaining the demand and availability of products and / or alternatives, pricing, quality, lead times and service delivery standards against agreed terms and conditions and attends to specific administrative information processing and reporting requirements.

POST 8.2: 1 X ACCOUNTANT: CREDIT CONTROL & RATES

SECTION: REVENUE & RECEIVABLES

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 12

SALARY SCALE: R341 485 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric. BCom Degree or equivalent 3year qualification with Accounting (NQF Level 7). Certificate in Municipal Financial Management Program as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 or in the process of completing. At least 3 to 4 years applicable municipal experience in a Revenue Management Environment. Supervisory experience within a Revenue unit for at least 12 months.

COMPETENCE/SKILLS REQUIRED: Code B driver's license. The content of the job design argues for professional application of legislative and council requirements and the ability to interpret financial reports.

KEY PERFORMANCE AREAS: Coordinates and controls the key performance areas and results indicators associated with the Revenue Section (credit control, rates & indigent) through the application of accounting procedures in terms of Council's Credit control policy by attending to the verification, reporting, processing and reconciliation of accounts receivable transactions to support analysis, identification and recovery overdue accounts. Guiding and developing personnel on the processing sequences and attending to specific administrative processes associated with payments and correspondences in order that monies owed to the municipality is collected to ensure economic viability.

POST 8.3: 1 X ACCOUNTANT: BILLING

SECTION: REVENUE & RECEIVABLES

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 12

SALARY SCALE: R341 485 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric. BCom Degree or equivalent 3year qualification with Accounting (NQF Level 7). Certificate in Municipal Financial Management Program as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 or in the process of completing. At least 3 to 4 years applicable municipal experience in a Revenue Management Environment. Supervisory experience within a Revenue unit for at least 12 months.

COMPETENCE/SKILLS REQUIRED: Code B driver's license. The content of the job design argues for professional application of legislative and council requirements and the ability to interpret financial reports.

KEY PERFORMANCE AREAS: Coordinates the key performance areas and result indicators associated with Billing Section through monitoring financial controls, the accuracy of information / statistics associated with verification and control of the income related processes, reconciling processed totals to input. Verifying transfer of income generated from the Billing system to General Ledger and implementing decisions pertaining to tariffs, ad guiding and developing personnel on the processing sequences and attending to specific administrative processes.

POST 9: 1 X LAND & ESTATE OFFICER

SECTION: PROPERTY & ESTATES

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & PLANNING

TASK GRADE: 11

SALARY SCALE: R289 252 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus Bachelor's Degree in Property Management or equivalent tertiary qualification. Two (2) years' work experience in a municipal property management environment or three (3) years in the private property sector management environment.

COMPETENCE/SKILLS REQUIRED: Valid driver's license. Computer Literate and must be able to speak two (2) of the official languages in Makana.

KEY PERFORMANCE AREAS: Ensure legal compliance with municipal property related transactions inclusive of leases, land disposals and land acquisitions. Drafting land sale agreements, liaise with lawyers on transfer of land, preparation of reports, managing and controlling lease register, liaise with sector departments on land claims, develop plans and frameworks for land disposal and acquisitions. Co-ordination of maintenance plans with infrastructure department and health and safety department.

POST 10.1: 1 X LIBRARIAN

SECTION: EXT 9 MODULAR LIBRARY

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 11

SALARY SCALE: R289 252 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus a Degree / Diploma in Library and Information Science. Three (3) Years relevant experience

COMPETENCE/SKILLS REQUIRED: Computer Literacy. A wide reading background and knowledge of literature in general. Love of children

KEY PERFORMANCE AREAS: Supervising of library staff. Establishing user needs. Selection and cataloguing of library material. Organising of outreach programmes. Keeping record of services rendered and reporting monthly. Setting up displays and awareness programmes inside the library.

POST 10.2: 1 X LIBRARIAN

SECTION: CHILDREN'S LIBRARY

DEPARTMENT: HILL STREET LIBRARY

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 11

SALARY SCALE: R289 252 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus Degree / Diploma in Library and Information Science. Three (3) years relevant experience

COMPETENCE/SKILLS REQUIRED:; Computer Literacy, A wide reading background and knowledge of literature in general.

KEY PERFORMANCE AREAS: Supervising of library staff. Establishing user needs. Selection and Cataloguing of library material. Organising of outreach programmes. Keeping record of services rendered and reporting monthly, Setting up displays and awareness programmes inside the library.

POST 10.3: 1 X LIBRARIAN
SECTION: ADULT LIBRARY
DEPARTMENT: LIBRARY
DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES
TASK GRADE: 11
SALARY SCALE: R289 252 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus Degree / Diploma in Library and Information Science, computer literacy. Three (3) years relevant experience,

COMPETENCE / SKILLS REQUIRED: A wide reading background and knowledge of literature in general

KEY PERFORMANCE AREAS: Supervising of library staff. Establishing user needs. Selection and Cataloguing of library material. Organising of outreach programmes. Keeping record of services rendered and reporting monthly, Setting up displays and awareness programmes inside the library.

POST 11: 2 X LICENSING CLERK
DEPARTMENT: TRAFFIC
DIRECTORATE: COMMUNITY AND SOCIAL SERVICES
TASK GRADE: 5
SALARY SCALE: R120 890 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric. One (1) year relevant experience preferably in a licensing and registration environment. Have knowledge of the National Road Traffic Act, Act 93/1996.

COMPETENCE/SKILLS REQUIRED: Must be bilingual and computer literate

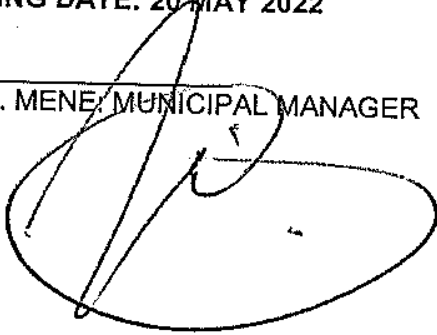
KEY PERFORMANCE AREAS: Co-ordinate application of driving license. Replacement of foreign driving licence. Filling of related documents. Perform cashier duties. Introduction of deregistered vehicles on Natis. Serve public in issuing of licensing and registration of motor vehicles. Perform any other lawful 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 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. First preference will be given to internal and local municipal applicants who meet the inherent requirements of the job. All applications may be posted to The HR Manager, Makana Municipality PO Box 176, MAKHANDA, 6139 OR hand-delivered to, 86 High Street, City Hall, MAKHANDA.

NO EMAILED / LATE / FAXED APPLICATIONS WILL BE ACCEPTED. Enquiries maybe directed to The Human Resources Practitioner on 046 603 6110 / recruitment@makana.gov.za

CLOSING DATE: 20 MAY 2022

MR. M. MENE, MUNICIPAL MANAGER

A large, stylized handwritten signature in black ink, written over a horizontal line. The signature is highly cursive and loops around the line, extending both above and below it.