



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

POST 1: DIRECTOR: LOCAL ECONOMIC DEVELOPMENT & PLANNING

(Five-Year Fixed Term Performance-Based Contract, Remuneration Package Negotiable)

Black African Women are encouraged to apply to be considered for this appointment, thereby meeting the Municipality's Employment Equity Plan.

MINIMUM QUALIFICATION AND EXPERIENCE: A Bachelor's Degree/National Diploma or relevant equivalent tertiary qualification at NQF Level 6. A postgraduate qualification will be an added advantage. At least 5 years management experience preferably in National, Provincial or Local Government. A valid Code 08/B driver's license. Knowledge of Local Government and / or public sector legislation, policies, regulations, standards and procedures. Excellent communication skills. Computer literacy.

COMPETENCE/SKILLS REQUIRED: Strategic capacity and leadership; Financial management capabilities, people management skills, policy formulation, monitoring and evaluation, Networking, inter-personal, negotiation, facilitation and conflict management skills.

KEY PERFORMANCE AREAS: Reporting to the Municipal Manager, the Director: LED & Planning will be responsible for the strategic management of a team of specialists pertaining to local economic development, tourism, land use management, properties and estates, building control and the entire town planning function.

NOTE: All applications must be made on the Official Application form accompanied by a comprehensive CV together with certified copies of qualifications and documentation. Same should be posted to the Municipal Manager, Makana Municipality, P.O Box 176, Grahamstown, 6140.

Enquiries: Dr Pravine Naidoo, Municipal Manager (E-Mail:pravine@makana.gov.za).

POST 2: MUNICIPAL ELECTRICAL ENGINEER
(HEAD OF ELECTRICITY DEPARTMENT)

+DIRECTORATE: ENGINEERING AND INFRASTRUCTURAL SERVICES

TASK GRADE: 17: SUBJECT TO JOB EVALUATION RESULTS

SALARY SCALE: R 390 173- R 506 475 (PLUS 10% SCRAVE SKILL ALLOWANCE AND NORMAL COUNCIL BENEFITS)

MINIMUM QUALIFICATION AND EXPERIENCE: B.Sc Degree in Electrical Engineering or equivalent, Registered as a Professional Engineer with ECSA, Government Certificate of Competency in terms of GMR 2 (OHSA); Electrical Engineers Certificate of Competency and Computer literacy, 8 years relevant experience at least 3 years should be in a senior managerial position in a local authority. Code 8/B Driver's license.

COMPETENCE/SKILLS REQUIRED: Reasonable level of health to cope with demands of the position, Must be able to deal with high levels of stress, be an analytical thinker.

KEY PERFORMANCE AREAS: Provide input into IDP, Management and Leadership, Management of Administrative activities, Management of Budget and Financial activities, Management of Legal and Statutory requirements, Management of Technical activities i.e Distribution, Planning, Construction, Energy, Project Management and Supervision.

POST 3: MONITORING AND EVALUATION MANAGER

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

TASK GRADE: 15 (Subject to job evaluation results)

SALARY SCALE: R 286 652- R 372 093 Plus Normal Council Benefits.

MINIMUM QUALIFICATION AND EXPERIENCE: Bachelor's degree or equivalent in either the Arts, Humanities, Social Science, Administration, Management or Education, Computer Literacy, 5 years of administrative experience either in National, Provincial or Local Government. Code 8/B driver's License.

COMPETENCE/SKILLS REQUIRED: Reasonable level of health to cope with the demands of the position, Must be able to deal with high levels of stress and work under pressure. Be an analytical thinker. Be sober-minded, Must be able to manage multiple projects simultaneously and multi-task.

KEY PERFORMANCE AREAS: Determine risk exposure of the Monitoring and Evaluation Unit and develop mitigating strategies, management and leadership, management of administrative activities, management of budget and financial activities, Compliance Officer duties and strategic support to the Office of the Municipal Manager.

BENEFITS: Include 13th cheque, Housing Subsidy, Medical Aid, Retirement/Pension Fund, Group Life, and generous leave. Please be advised that application for employment should be completed on the official application form of the Makana Municipality and therefore Z83 forms will not be accepted. No faxed or e-mailed applications will be accepted. All enquiries should be directed to the Human Resources Manager and application forms are available from the Human Resources Section: Telephone no. 046-6036123. One application form must be completed for each vacancy. Application forms must be accompanied by a comprehensive Curriculum Vitae, Certified copies of an ID, Driver's License (where necessary) and Qualification documents. Applications must be posted to the Human Resource Manager, P. O Box 176, Grahamstown 6140. Canvassing of Councillors and Officials will automatically disqualify any applicants. Makana Municipality is an Employment Equity, Affirmative Action Employer. If the candidate has not been contacted within a month after the closing date he/she must accept that his/her application was unsuccessful. No application will be considered after the closing date.

CLOSING DATE: 26 July 2013

DR PRAVINE NAIDOO

MUNICIPAL MANAGER / MPHATHI SIXEKO / MUNISIPALE BESTUURDER