

**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**

**DIRECTORATE:** **ENGINEERING & INFRASTRUCTURAL SERVICES**

**TASK GRADE:** **16**

**SALARY SCALE:** **R542 897 per annum (plus normal council benefits)**

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric plus a B.Tech / BSc in Civil Engineering or equivalent qualification related to Key Performance Areas. Certificate or Diploma in Contract or Project Management and Professional Registration with ECSA will be an added advantage. A minimum of Five (5) years of related experience at managerial post within the local government environment and relevant areas of focus.

**COMPETENCE/SKILLS REQUIRED:** Microsoft packages proficiency (advanced excel, word, access, and power point), Compliance driven. Registration with ECSA or eligible for registration. Good report writing and supervision skills. Good goal management skills. Be flexible to work under pressure and solve problems. A valid code 08 Driver's licence.

**KEY PERFORMANCE AREAS:** Overall management of the Project Management Unit (PMU), Water & Sanitation Services, Roads & Stormwater and Building Maintenance Section. Manage the Water Services Authority (WSA) and Water Provision (WSP) functions. Manage the Blue and Green Drop System for both the Water and Sanitation systems. Responsible for the IDP, Budget and SDBIP of the department. Responsible for the Auditor General's requirements within the department. Responsible for the development and approval of business plans, technical reports, design reports, tender documents, and payment certificates. Ensuring that EPWP principles are adhered to during project implementation. Identify and prioritize infrastructure projects within the IDP. Prepare procurement and implementation plans for the unit. Receive, administer and report MIG funds. Commissioning and assessment of feasibility studies.

**POST 2:** **1 X MANAGER: TOURISM, HERITAGE, SMME, TRADE & INVESTMENT**

*(Re-Advertisement: All Applicants who applied for this position previously are encouraged to re-apply)*

**DIRECTORATE:** **LOCAL ECONOMIC DEVELOPMENT & PLANNING**

**TASK GRADE:** **16**

**SALARY SCALE:** **R542 897 per annum (plus normal council benefits)**

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric plus NQF level 7 in Tourism Management, Business Management, Economics or equivalent qualification. Five (5) years' experience of which three (3) years is in the middle management in local government or any other institution as manager, managing the development of SMME's, Tourism, Heritage, Trade & Investment.

**COMPETENCE/SKILLS REQUIRED:** Presentation, report writing, analytical and project management skills. A valid code 08 Driver's license.

**KEY PERFORMANCE AREAS:** Provide a strategic direction on tourism, heritage and SMME Development through appropriate and coherent policies, strategies and plans. Formulate strategies and plans to develop SMMEs and to monitor their progress. Develop appropriate policies and plans facilitate the benefit of local SMMEs from subcontract opportunities. Support new and emerging enterprises to access resources and markets. Develop and implement domestic international tourism marketing plan for Makana Municipality. Identify tourism, heritage and SMME Development project projects and incorporate in the IDP. Conceptualize catalytic projects aimed at promoting inclusive economic development. Develop funding proposals for catalytic projects aimed at promoting inclusive economic development. Develop funding proposals for catalytic projects in tourism, heritage and mining and submit to potential funding partners. Promote trade and investment by leveraging on the existing bilateral agreements in South Africa. Attend tourism trade shows and events to promote Makana area nationally and internationally. Coordinate and manager Community Work Programme. Promote and support initiatives that are aimed at boosting township economy.

**POST 3:** **1 X SENIOR TRAFFIC OFFICER**

**DIRECTORATE:** **PUBLIC SAFETY & COMMUNITY SERVICES**

**TASK GRADE:** **10**

**SALARY SCALE:** **R236 727 per annum (plus normal council benefits)**

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric plus a Traffic officer diploma. Must be registered as a traffic officer. Examiner of Driving licence will be an added advantage. Five (5) years' experience as a Traffic Officer of which two (2) years' as a senior.

**COMPETENCE/SKILLS REQUIRED:** Ability to work in all weather conditions.

**KEY PERFORMANCE AREAS:** Coordinates and controls key deliverables and outcomes associated with the Traffic Services functionality by: Communicating with the Senior Superintendent on specific key performance areas with a view to aligning functions and services delivery objectives against the capacity and capability of the Section. Monitoring the execution of and / or amendment to specific procedures and providing guidelines on application / interpretation of legislation and policies regulating key functional requirements and outcomes. Assessing and analysing the status of traffic equipment and assets referring to maintenance records and inspection schedules and, preparing motivations to support replacements or renewal and / or arranging for demonstrations on the handling and operating sequences with suppliers of new equipment. Adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements by allocating tasks to traffic officers and ensuring that working equipment, uniforms and tools are in good condition. Providing training on specific traffic applications and monitoring the adequacy of current interventions through the evaluation of competency demonstrated in workplace application and preparing and forwarding assessment and progress reports to the immediate superior for perusal and comment. Participating and directing investigation / inspection sequences encompassing visiting locations and communicating with offenders, executing arrests and / or removing evidence to support prosecution. Preparing investigational and productivity reports referring to statistical data and qualitative information related to the activities and operations of the specific units and submitting weekly performance targets, monthly performance report, traffic violation statistical information such as vehicle obstructing free traffic flow, unsilenced vehicles, vehicles not observing traffic signs and rules and driving under the influence of alcohol, number of warrants served, and checking and compiling number of accidents from the SAPS and checking the cause of accidents and number of deaths. Perform any other duties as instructed by the supervisor.

**POST 4:** 1 X DRIVING LICENSE EXAMINER

**DIRECTORATE:** PUBLIC SAFETY & COMMUNITY SERVICES

**TASK GRADE:** 9

**SALARY SCALE:** R210 256 per annum (plus normal council benefits)

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric plus Driving license examiner diploma. Traffic officer diploma will be an added advantage. One (1) year relevant experience.

**COMPETENCE/SKILLS REQUIRED:** Code B driving license. Ability to work in all weather conditions.

**KEY PERFORMANCE AREAS:** Co-ordinates and controls the application of procedures associated with the vehicle / driver testing and registration or licensing by: Checking details of application received for drivers licences, professional driving permits, driving instructors permits, disabled drivers permits, foreign and international driving permits against identification and / or relevant supporting documents. Inspecting vehicles used for drivers testing together with the applicant to ensure that the vehicles are roadworthy prior to proceeding with on-road driving testing of the applicant. Evaluating and / or conducting competency tests and associated requirements prior to the issuing of relevant driving permits. Attends to specific administrative recording and recordkeeping sequences and meetings by attending meetings held by the Department of Transport and providing inputs and challenges relevant to the functioning of the testing centre. Recording and maintaining daily, monthly and annual statistics in respect of number of candidates tested, applicant's names / age / gender, driver training institution attended, type of license / permit applied for, success / failure rate, K53 statistics, etc and submitting the required statistical returns. Performing NaTIS related functions pertaining to processing of Driver's licence applications and results and issuing of relevant licences and permits. Perform any other 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. All applications may be hand-delivered to The HR Manager, Makana Municipality, 86 High Street, City Hall, Grahamstown or posted to P.O Box 176, Grahamstown, 6140. **NO EMAILED / LATE / FAXED APPLICATIONS WILL BE ACCEPTED.** First preference will be given to internal and local municipal applicants who meet the inherent requirements of the job. **Enquiries** maybe directed to The Human Resources Practitioner on 046 603 6110

**CLOSING DATE: 5 MARCH 2021**

  

---

MR. M. MENES, MUNICIPAL MANAGER