

**Incorporating Grahamstown, Aliceedale, Riebeeck East & surrounding rural areas**

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position based in Grahamstown. 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 MANAGER: TOURISM, HERITAGE AND SMME**

**DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & PLANNING**

**TASK GRADE: 16**

**SALARY SCALE: R510 962 per annum (plus normal council benefits)**

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric plus an NQF Level 7 / Bachelor's Degree / Advanced Diploma 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.

**COMPETENCE/SKILLS REQUIRED:** Presentation, report writing, analytical and project management skills.

**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 2: 1 X MANAGER: ROADS & STORMWATER**

**DIRECTORATE: ENGINEERING & INFARSTRUCUTURAL SERVICES**

**TASK GRADE: 15**

**SALARY SCALE: R453 822 per annum (plus 10% scarce skill allowance and normal council benefits)**

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric plus B.Tech in Civil Engineering at NQF level 7. Valid registration with relevant professional body or eligible for registration. At least 3 – 5 years' relevant experience in Civil Engineering Construction of which 2 years must be at a Management or Supervisory level. A valid driver's license.

**COMPETENCE/SKILLS REQUIRED:** Good communication skills and leadership skills.

**KEY PERFORMANCE AREAS:** Identifies with immediate, short term objectives or plans in respect maintaining synergy between the output of the roads and storm water and associated services level agreement. Formulate the evaluation and review of the roads development plan against critical deliveries as identified in the organization integrated development plan and services agreement. Analyse and evaluate the scoping, award and deliveries phases of projects associated with the provision of roads services to communities. Disseminates functional and operational information on the immediate, short and long terms objectives and current development problems and constraints. Manages, monitors and inspects work performed under contracts and / or permits. Supervises and monitors annual road maintenance programs, such as surface preparation and drainage improvement, to ensure timely and proper completion. Reviews and interprets plans and specifications and recommends modifications. Manages the procurement, replacement and repair of road maintenance vehicles, and other heavy and specialized equipment, determines equipment needs to meet program requirements. Coordinates specific administrative and reporting requirement associated with performance and results indicators of roads division. Manages and monitor roads related contacts. Directs the preparation and management of the budget of the unit.

**POST 3:** 1 X WELLNESS OFFICER  
**DIRECTORATE:** CORPORATE & SHARED SERVICES  
**TASK GRADE:** 10  
**SALARY SCALE:** R222 802 per annum (plus normal council benefits)

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric plus Bachelor's degree in Social Sciences (Psychology) or equivalent. 3-5 years' relevant experience. A valid driver's licenses. Knowledge and ability to deal with Employee Assistant Program.

**COMPETENCE/SKILLS REQUIRED:** Good communication skills. Computer literacy. Ability to maintain a high level of confidentiality.

**KEY PERFORMANCE AREAS:** Develop, implement, co-ordinate and monitor Occupational Health & Safety processes, Wellness Programmes and other related programmes as required. Implementing HIV/AIDS workplace programmes. Monitor employee wellness and ensure that wellness needs are met as required by municipal objectives. Provide wellness training and guidance to all employees as appropriate. Rendering Occupational Health and Safety according to the requirements of the Act. Implement the requirements of the Occupational Health and Safety Act. Administration of IOD's. Perform risk assessment to establish the hazards in the workplace. Minimise safety risks by issuing of personal protective clothing. Maintain reports reflecting the status and efficacy of Wellness, Health & Safety programmes and processes within the municipality, track implementation, compliance and effectiveness as required.

**POST 4:** 1 X INSTITUTIONAL & SOCIAL DEVELOPMENT OFFICER  
**DIRECTORATE:** ENGINEERING & INFRASTRUCTURAL SERVICES: PROJECT MANAGEMENT UNIT  
**TASK GRADE:** 10  
**SALARY SCALE:** R222 802 per annum (There are no benefits attached to this position: 3 YEAR FIXED TERM CONTRACT)

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric plus three (3) year National Diploma / Bachelor's Degree in Social / Human Science or equivalent qualification.

**COMPETENCE/SKILLS REQUIRED:** Microsoft packages proficiency (Advanced Excel, Word, Access and Power Point), Minutes and Report writing. Technical aptitude and business acumen, good verbal and written communication skills. Must demonstrate a high level of accuracy and stable work performance. Respond in a timely manner to vendors, consultants and staff. Work well

under pressure with multiple tasks and deadlines. Strong interpersonal skills with the ability to engage different personality types. Desire to take responsibility and complete special assignments.

**KEY PERFORMANCE AREAS:** Render support to the Project Management Unit (PMU) in administration and social facilitation tasks to ensure smooth running of the administration component within the unit. Perform secretarial functions of the Project Management Unit to ensure an effective and efficient administrative support services. Ensure appropriate communication and liaising with communities in respect to project planning and implementation to ensure buy-in and long term sustainability of the project. Connecting the communities being affected by the project implemented to support services. Developing and maintaining sound working relationship with community members. Enhancing relationship between local leaders and management to project communities.

**POST 5: 1 X TLB OPERATOR: WATER RETICULATION / MAINTENANCE**

**DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES: PROJECT MANAGEMENT UNIT**

**TASK GRADE: 6**

**SALARY SCALE: R129 121 per annum (plus normal council benefits)**

**MINIMUM QUALIFICATION AND EXPERIENCE:** Grade 10 or N2 and in possession of a valid code 10 driver's license and professional drivers permit (PDP). TLB Operating license / certificate. Exposure to Water and Sanitation field is essential. Minimum of three (3) years working experience as a driver.

**COMPETENCE/SKILLS REQUIRED:** Basic supervision and communication skills. Ability to work under pressure

**KEY PERFORMANCE AREAS:** Driving of TLB machine using experience and required license and permits to attend to operational duties. Responsible for excavation and backfill function of trenches by observing and directing operations. Carries out minor maintenance on tools and equipment by repairs and sharpening to ensure optimum and efficient production. Keep detailed records of work done. Prepare machine log sheets and time sheets.

**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 late / faxed / emailed applications will be accepted.** First preference will be given to internal and local municipal applicants who meet the inherent requirements of the job. **ONLY Enquiries** maybe directed to The Human Resources Practitioner (Miss Zani Siqwede) on 046 603 6110 or e-mail: [nsiqwede@makana.gov.za](mailto:nsiqwede@makana.gov.za)

**CLOSING DATE: 13 MARCH 2020**

  
MR. M. MENE, MUNICIPAL MANAGER