

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: WATER & SANITATION

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 15

SALARY SCALE: R426 124 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus B.Tech in Civil Engineering. At least 3 - 5 years relevant management experience in a Municipal Environment and in multi-disciplinary water and sanitation projects. Registration with ECSA or Eligible for registration.

COMPETENCE/SKILLS REQUIRED: Excellent communication skills. Good planning, organization and strong administration skills. Strong project management background. Computer literate and ability to function independently and willingness to work long hours.

KEY PERFORMANCE AREAS: Responsible to the Director Engineering & Infrastructural Services for ensuring that policy procedures and mechanisms of implementation and operation for water and sanitation services are put in place. Ensure all water services provisions are coordinated in line with the current legislation. Prepare annual budget for the section. Prepare and maintain work and maintenance schedules. Such other relevant and lawful duties as may be required. Manage water and sanitation operations and administration. Assist with maintenance and operations of water and wastewater treatment works. Develop written reports to council committees and implement the institutional Service Delivery Budget Implementation Plan (SDBIP).

POST 2: 1 X MANAGER: REVENUE & RECEIVABLES (RE-ADVERTISEMENT)

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 15

SALARY SCALE: R426 124 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus three (3) year Degree or National Diploma with Accounting. 3-5 years relevant experience in local government. Extensive knowledge and understanding of MFMA, MPRA, National Treasury regulations & applicable GRAP standards. Must have Minimum Competency Certificate (CPMD) or in a process of completing CPMD. Ability to pay attention to detail, high level of responsibility and ability to work under pressure.

COMPETENCE/SKILLS REQUIRED: Advanced computer skills. Strong management, supervisory, communication and interpersonal skills. A valid Driver's licence.

KEY PERFORMANCE AREAS: Identifies and defines the immediate, short and long term objectives / plans associated with the Revenue functionality. Directs, manages and controls the key performance indicators and outcomes of personnel within the division. Manages, controls and directs the implementation of specific financial procedures, systems and controls associated

with the various financial activities of the division. Manages the Revenue division comprising the consolidated billing, customer care, prepayment, debt management and rates. Controls all accounting and administration functions relating to the department. Ensuring customer accounts for services rendered are processed and delivered monthly and income therefore collected. Ensuring balancing of control accounts and reconciliation of suspense accounts. Prepare estimates of Capital and Income and Expenditure; Assists the CFO with the operations of the Finance Directorate. Attends to legal matters. Attends Council, Standing Committee and Departmental meetings.

POST 3: 1 X MANAGER: BUDGET & REPORTING

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 15

SALARY SCALE: R426 124 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus Bachelor's Degree / B. Tech in Accounting with Accounting as a Major (3rd year subject). Four (4) years Municipal Experience in the key performance areas. Comply with MFMA Municipal Minimum Competency Regulations. Auditing background in addition to municipal experience will be an advantage.

COMPETENCE/SKILLS REQUIRED: A valid driver's license. Computer literacy. Analytical thinking. Attention to detail and an ability to work accurately and quickly with figures to reach reliable conclusions. Leadership skills to effectively manage subordinates. Ability to ensure that tasks are satisfactorily completed. Ability to assign tasks and deadlines for staff, coordinate resources and manage deadlines to be able to meet statutory requirements of budget and financial statements. Assertiveness when advising senior officials, executive management and councillors on related issues and the competency to instruct higher levels in the organization. Ability to interpret and apply oral / written instructions, bilingualism, communication and interpersonal skills to interact with other departments. Ability to prioritise multiple tasks and work independently and objectively.

KEY PERFORMANCE AREAS: Ensure the timely development of Council's Capital and Operating Budgets. Provide tariff support which includes secondary costs, recoveries, revenue and tariff co-ordination. Align the budget, treasury and accounting function of Makana Municipality with strategic objectives as set out in the IDP. Responsible for Budget Office, accounting which includes external borrowing and grants. Compilation of GRAP complaint financial statements. Municipal Standard Chart of Accounts (mSCOA) and miscellaneous accounts. All municipal accounting reporting including MFMA section 71 and 72 reports amongst others.

POST 4: 2 X TOWN PLANNER

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & PLANNING

TASK GRADE: 14

SALARY SCALE: R369 615 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus a recognised Degree / Diploma in Town Planning and Regional Planning. Three (3) years' relevant work experience. Registration with SACPLAN or eligible to register as a professional planner.

COMPETENCE/SKILLS REQUIRED: Code B driver's license. A high level of computer competency with proficiency in MS Office (Excel, Access, Word, Power Point and Email). Good knowledge of relevant legislation and statutory provisions. Experience in the fields of land use management and development facilitation. Ethical behaviour. Analytical skills. High level of responsibility. Ability to give attention to detail. Good organizational skills, public relations and administrative abilities.

KEY PERFORMANCE AREAS: Evaluation of building plans for compliance in relation to zoning and land use regulations. Assessment of land use and development applications to verify compliance in terms of SPLUMA and any other applicable

legislation. Write reports and make recommendations to the Land Development Officer / Municipal Planning Tribunal on development applications. Provide support to the internal departments and government sector departments on planning related queries. Provide input in the drafting of policies / guidelines with regard to town planning and land use. Provide administrative and information dissemination for the department. Attend to pre-consultation application meetings with potential applicants.

POST 5: 1 X SENIOR INTERNAL AUDITOR

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

TASK GRADE: 13

SALARY SCALE: R328 277 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus three (3) years National Diploma in Internal Auditing / B. Comm Degree or relevant qualification. Five (5) years; relevant experience in the municipal environment. Good knowledge of legislation and other prescriptions affecting the organization (including financial and non-financial legislation)

COMPETENCE/SKILLS REQUIRED: Customer Stakeholder Management. IT Audit Command Language (Audit Tool). Computer Literacy. Applicable legislative and regulatory framework, Municipal Financial Management Act, National Treasury Internal Audit Framework, Public Service Anti-corruption Strategy, King IV reporting, International Professional Practice Framework, Code of Ethics, Institute of Internal Auditors, Public Sector Risk Management Framework, Government Accounting Standards (GRAP), Framework for Managing Programme Performance Information.

KEY PERFORMANCE AREAS: Coordinates, plans, supervise and review audit programs to provide an independent, objective assurance and consulting service to senior management through a systematic and disciplined approach to the evaluation of internal control. Control activities, Accounting policies, procedures and practices, control self-assessment processes, performance management, loss control, corruption mitigation and forensic investigations and provides support to management in the discharge of their responsibilities by providing recommendations to management through Internal Audit Manager for improvements to the risk management and control framework to ensure the existence of a positive control environment within the organization.

POST 6: 1 X BUILDING INSPECTOR

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & PLANNING

TASK GRADE: 10

SALARY SCALE: R209 203 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus three (3) year qualification in Building and Construction Management / Quantity Surveying OR Related field. 2-3 years' relevant work experience

COMPETENCE/SKILLS REQUIRED: Must be physically healthy to perform duties. Code B driver's license. A high level of computer competency, with proficiency in MS Office (Excel, Access, Word, Power Point and Email). Good knowledge of relevant legislation and statutory provisions. Ethical behaviour. Analytical skills. High level of responsibility. Ability to give attention to detail. Good organizational skills, public relations and administrative abilities.

KEY PERFORMANCE AREAS: Perform administrative duties of processing building plan applications. Be able to scrutinize building plans in terms of the National Building Act and relative legislation. Complete investigative reports, recording details of findings from inspections / observations and forwards to supervisor for perusal and guidance on unresolved / pending outcome.

Provide assistance to the public and builders with enquiries regarding building plan specifications, requirements and regulations. Visit specific work-sites and conduct inspections in accordance with approved design drawings, specifications and statutory regulations (National Building Regulations and SABS coded of practice). Undertake specific inspections at various stages of construction to check tolerances, compaction, etc. and compares findings with stipulated specifications / requirements. Inform the Building Control Officer on illegal constructions and / or encroachments and aesthetics of buildings. Attend technical committee meetings to assess high level building plans.

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. 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. **Enquiries** maybe directed to The Human Resources Practitioner (Miss Zani Siqwede) at 046 603 6110 or e-mail: nsiqwede@makana.gov.za

CLOSING DATE: 29 MARCH 2019


MR. M. MENE: MUNICIPAL MANAGER