

**Incorporating Makhanda, Alicedale, Riebeeck East & surrounding rural areas**

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position based in Makhanda Alicedale & Riebeeck East. 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

**SECTION:** WATER & SANITATION

**DIRECTORATE:** ENGINEERING & INFRASTRUCTURAL SERVICES

**TASK GRADE:** 17

**SALARY SCALE:** R751 058 per annum (plus normal council benefits)

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric. BSc Civil Engineering or Equivalent NQF Level Qualification. Registration with the Engineering Council of South Africa as Pr Eng or Pr. Tech Eng. Six (6) year relevant experience.

**COMPETENCE/SKILLS REQUIRED:** Code EB driving license. Computer literacy

**KEY PERFORMANCE AREAS:** Plans, manages and implements the key performance areas and result indicators associated with the Water Sanitation Section through ensuring the provision of appropriate and economic water and sanitation management services to the consumers, planning, designing and monitoring of Water & Sanitation projects and the co-ordination of specific services through analysis, investigation and interpretation of needs. Interaction and communication with functional and community-based role-players. Formulation of contracts and project plans, approving and monitoring the execution and application of procedures, regulations, and standards to ensure priorities of the Municipality's Integrated Development Plan complies with requirements in terms of the Water Services act 108 of 1997 and DWA regulations as amended.

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

(Re-Advertisement)

(ALL APPLICANTS WHO APPLIED FOR THIS POSITION IN THE PREVIOUS ADVERT ARE ENCOURAGED TO RE-APPLY)

**DIRECTORATE:** LOCAL ECONOMIC DEVELOPMENT & PLANNING

**TASK GRADE:** 16

**SALARY SCALE:** R621 261 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 a manager, managing the development of SMME's, Tourism, Heritage, Trade & Investment.

**COMPETENCE/SKILLS REQUIRED:** Code B Driving License. A high level of Computer competency with proficiency in MS Office (Excel, Word, PowerPoint). Good knowledge of local government legislation & statutory provisions. Presentation, report writing, analytical and project management skills. Ethical behaviour. Analysis skills with good organisational skills, public relation & administrative ability.

**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. Conceptualise 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 manage Community Work Programme. Promote and support initiatives that are aimed at boosting township economy.

**POST 3:** **1 X MANAGER: BUDGET & REPORTING (Re-Advertisement)**

*(ALL APPLICANTS WHO APPLIED FOR THIS POSITION IN THE PREVIOUS ADVERT ARE ENCOURAGED TO RE-APPLY)*

**SECTION:** **BUDGET & REPORTING**

**DIRECTORATE:** **BUDGET & TREASURY**

**TASK GRADE:** **15**

**SALARY SCALE:** **R551 786 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 experience in local government financial reporting and budget management or Matric plus National Diploma with Accounting as a Major (NQF Level 6), Seven (7) years experience in local government financial reporting and budget management will 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 4:** **1 X COORDINATOR: HIV / AIDS, DISABILITY & WOMEN**

**SECTION:** **SPECIAL PROGRAMS UNIT**

**DIRECTORATE:** **OFFICE OF THE MUNICIPAL MANAGER**

**TASK GRADE:** **12**

**SALARY SCALE:** **R377 561 per annum (plus normal council benefits)**

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric. Diploma / Degree in Social Science. NQF Level 6 / 7. Three (3) years relevant experience.

**COMPETENCE/SKILLS REQUIRED:** Code EB driving license. Computer literacy

**KEY PERFORMANCE AREAS:** Coordinates and implements the key performance areas and specific outcomes associated with the Special Programs Section through applications and procedures related to HIV / AIDS; People with Disabilities and Women through support, education and awareness within the organization and broader community on infections and diseases impacting on the quality of life. Communication and organization of training. Monitoring of projects, guiding volunteers on the interpretation and understanding of applications and processes. Counseling and referring affected individuals and orphans for specialist social and health assistance and, attending to special programs committee, secretarial and functional administrative recording and reporting requirements.

**POST 5:** 1 X CLERK: SCM  
**SECTION:** CONTRACTS, PERFORMANCE & RISK MANAGEMENT  
**DIRECTORATE:** BUDGET & TREASURY OFFICE  
**TASK GRADE:** 06  
**SALARY SCALE:** R156 994 per annum (plus normal council benefits)

**MINIMUM QUALIFICATION AND EXPERIENCE:** Appropriate level of secondary qualification - NQF Level 4. Six (6) month of relevant working experience.

**COMPETENCE/SKILLS REQUIRED:** Computer Literacy.

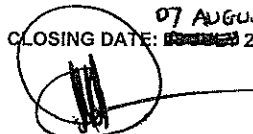
**KEY PERFORMANCE AREAS:** Provide support to the Senior Clerk: Contracts, Performance & Risk Management in the Supply Chain Management Section associated with verifying information on the National Treasury Supplier Database (CSD) and Municipal Supplier Database. Updating SCM records and registers, processing requisitions from departments, and attends to specific clerical activities and making available routine information pertaining to scheduled activities of the Supply Chain Management Section.

**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. 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.

**NOTE:** All the positions will be filled in line with Makana LM Employment Equity Plan and the Council reserves the rights not to fill the vacant positions.

**NO EMAILED / LATE / FAXED APPLICATIONS WILL BE ACCEPTED. Enquiries** maybe directed to The Human Resources Practitioner on 046 603 6110 / [recruitment@makana.gov.za](mailto:recruitment@makana.gov.za)

**CLOSING DATE:** 07 AUGUST 2023



**MR. P. M. KATE: MUNICIPAL MANAGER**

