



**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

VACANCIES/ IMISEBENZI/BETREKKINGS

**POST 1: MANAGER WATER & SEWER**  
**DIRECTORATE: TECHNICAL AND INFRASTRUCTURAL SERVICES**  
**TASK GRADE: 15**  
**SALARY SCALE: R 286 652 – R 372 093 (PLUS 10% SCRACE SKILL ALLOWANCE)**

**COMMENCING SALARY: R 286 652**

**MINIMUM QUALIFICATION AND EXPERIENCE:** National Diploma in Civil Engineering, ideal B. Tech civil. At least 3 years in a management position in a Municipal environment. Registration with ECSA or eligible for registration.

**COMPETENCE/SKILLS REQUIRED:** Strong management skills with ability to provide strategic and innovative leadership. Computer literate. Code 8 Drivers License.

**KEY PERFORMANCE AREAS:** Responsible to the Director: Technical & Infrastructural Services for ensuring that policy procedures and mechanism of implementation and operation for water services are put in place. Ensure all water services provision 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.

**POST 2: 2 X SENIOR ENGINEERING TECHNICIANS  
(WATER AND SANITATION)**  
**DIRECTORATE: TECHNICAL AND INFRASTRUCTURAL SERVICES**  
**TASK GRADE: 14**  
**SALARY SCALE: R 248 639 – R 322 744 (PLUS 10% SCRAPE SKILL ALLOWANCE)**  
**COMMENCING SALARY: R 248 639**

**MINIMUM QUALIFICATION AND EXPERIENCE:** National Diploma in Civil Engineering. Minimum of 3-5 years working experience in the related field preferably at local authority. Exposure to water and sanitation field is essential.

**COMPETENCE/SKILLS REQUIRED:** Demonstrate due diligence in carrying out duties. Demonstrating due diligence means taking every precaution reasonable to avoid harm, having mechanism in place to deal with non-compliance. Registration with ECSA or eligible for registration. Good report writing and supervision skills. Good management skills and goal orientation. Computer literate. Be flexible to work under pressure to solve problems. Code 08 Drivers license.

**KEY PERFORMANCE AREAS:** Responsible to the Director: Engineering & Infrastructural Services for ensuring that technical support is provided for the effective implementation of all relevant operational plans within the directorate. Carry out water services authority and water service provision functions as required by both the ACT and management. Required to effectively plan work for the subordinates and ensure implementation of the approved plans by people reporting to this position. Prepare designs for minor works and management of contracts where service providers have been appointed. Participate in the preparation of budgets and management thereof.

**POST 3: INFORMATION SYSTEMS TECHNOLOGY MANAGER**  
**DIRECTORATE: CORPORATE SERVICES DIRECTORATE**  
**TASK GRADE: 15**  
**SALARY SCALE: R 286 652- R372 093(SUBJECT TO JOB EVALUATION RESULTS) PLUS 10% SCRAPE SKILL ALLOWANCE)**

**COMMENCING SALARY: R 286 652**

**MINIMUM QUALIFICATION AND EXPERIENCE:** Degree/Diploma in Information systems/ Information Technology and 3 years or more ICT Management experience.

**COMPETENCE/SKILLS REQUIRED:** Demonstrate ability for overall ICT Management, Demonstrate ability to manage ICT and related projects and ability to manage and implement ICT strategy.

**KEY PERFORMANCE AREAS:** Provide central data processing services by: Developing and operating Makana Municipality computer systems. Integrating and maintaining Information Computer Technology (ICT) systems infrastructure. Establishing and achieving sustainable and viable information and communication related technology infrastructure. Facilitate and implement Information Management Systems and Information Communication Technology strategy by: Creating Master Systems Plan. Developing, maintaining and implementing ICT policies in conjunction with relevant role players

**POST 4: INTERNAL AUDIT MANAGER**

**DIRECTORATE: MUNICIPAL MANAGERS OFFICE**

**TASK GRADE: 15**

**SALARY SCALE: R 286 652- R 372 093 (SUBJECT TO JOB EVALUATION RESULTS)**

**COMMENCING SALARY: R 286 652**

**MINIMUM QUALIFICATION AND EXPERIENCE:** Bachelor of Commerce or B.Com Honours degree or bachelor's degree in Accounting or Finance or Auditing. At least 3 years working experience in an Auditing environment, preferably in the Public Sector/ Municipalities. Registration or eligible for registration with the Institute for Internal Auditors (IAA)

**KEY PERFORMANCE AREAS:** Prepare and implement risk based audit plan and programme by: Performing a detailed audit risk assessment. Prepare a 3 year audit plan. Preparing a detailed annual audit plan, performance Management System (PMS) and Integrated Development Plan (IDP) monitoring and review by: Testing, reviewing and evaluating effectiveness of Council's PMS, IDP and compliance thereof. Preparing plans, programmes and procedures to evaluate progress of IDP and PMS and attaining of objectives and reporting thereof. Compliance and governance monitoring and review. Investigating incidents of potential fraud and report on irregularities.

**POST 5: SENIOR ENGINEERING TECHNICIAN**

**DIRECTORATE: TECHNICAL AND INFRASTRUCTURAL SERVICES**

**TASK GRADE: 14**

**SALARY SCALE: R 248 639– R 322 744 (PLUS 10% SCRAPE SKILL ALLOWANCE)**

**COMMENCING SALARY: R 248 639**

**MINIMUM QUALIFICATION AND EXPERIENCE:** National Diploma in Civil Engineering, minimum three years' experience on projects technical Project management skills. Computer literate. Familiarity with implementation of labour intensive projects. Good co-ordination skills. Knowledge of government policy environment. Three years' experience on project management.

**KEY PERFORMANCE AREAS:** Provide technical expertise to proposed projects. Management projects in line with EPWP framework and related reporting requirement. Arrange and attend regular project progress meetings. Conduct site visits to ensure compliance with business plan conditions. Maintain projects performance. Verify payment certificates and preparation of monthly payment schedule documentation. Assist with other related matters. Liaise with Local communities and Sector Department. OHS Construction regulations, monitoring and implementation. Regular reporting on project

**POST 6: ADMINISTRATION OFFICER (EXPENDITURE MANAGEMENT)**

**DIRECTORATE: FINANCIAL SERVICES**

**TASK GRADE: 11**

**SALARY SCALE: R166 140-R 215 667**

**COMMENCING SALARY: R 166 140**

**MINIMUM QUALIFICATION AND EXPERIENCE:** National Diploma/Degree with accounting as a major subject plus 3 to 5 years supervisory experience in the relevant field and code 8 driver's license.

**KEY PERFORMANCE AREAS:** All creditors' payments are processed timeously as required by the Municipal Finance Management Act. Payments made have all the necessary authorisation for payment (e.g council resolution, Mayoral approval, Municipal Managers authority, any directive from national treasury, ect). All payments made are correctly recorded against correct and budgeted vote numbers. Addressing any audit queries relating to the area of responsibility.

**POST 7: BUILDING CONTROL OFFICER**

**DIRECTORATE: TECHNICAL SERVICES DIRECTORATE**

**TASK GRADE: 11**

**SALARY SCALE: R 166 140- R 215 667**

**COMMENCING SALARY: R 166 140**

**MINIMUM QUALIFICATION AND EXPERIENCE:** National diploma building or civils or architect plus 3 years relevant experience in a local government environment and code 8 driver's license.

**COMPETENCE/SKILLS REQUIRED:** Supervisory experience and knowledge of the National Building regulations. Plan fault finding.

**KEY PERFORMANCE AREAS:** Supervise building inspectors, Trains new building inspectors, Ensures that the National Building regulations are adhered to within the municipality, Performs administrative duties, Scrutinise building plans.

**BENEFITS:** Normal Council Benefits Apply, for official application forms and further information on these vacancies, please visit [www. Makana.gov.za](http://www.Makana.gov.za), or tel. H.R. 046-6036123.

**CLOSING DATE: 21 JUNE 2013**

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**DR. PRAVINE NAIDOO**

**MUNICIPAL MANAGER**