



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

EXTERNAL POSITIONS

The Makana Municipality invites suitable qualified candidates to apply for the under-mentioned vacancy. The Makana Municipality is an equal opportunity and Affirmative Action Employer.

VACANCIES/ IMISEBENZI/BETREKKINGS

POST 1: CHIEF FINANCIAL OFFICER

(Five-Year Fixed Term Performance-Based Contract, Remuneration Package Negotiable)

MINIMUM QUALIFICATION AND EXPERIENCE: At least NQF Level 6 in Finance/Municipal Finance or Equivalent or A Qualified Chartered Accountant. Minimum of 5 years at senior management level at National, Provincial or Local Government. Senior Management Experience in a Municipal Finance Department will be advantageous. Competency requirements pertaining to National Treasury's Regulations.

COMPETENCE/SKILLS REQUIRED: Strategic management and leadership; Financial management capabilities, people management skills, policy formulation, monitoring and evaluation, Networking, inter-personal, negotiation, facilitation and conflict management skills.

KEY PERFORMANCE AREAS: Provide strategic support to the Office of the Municipal Manager for the day to day financial management of the Municipality, Fulfilling the role Chief Financial Officer (CFO) as prescribed by the Municipal Financial Management Act 56 of 2003 (MFMA), Preparing and implementing the budget, Advising the Senior Managers in terms of budgeting, accounting, analysis, financial policies, procedures and rules applicable to the Municipality, Preparing and submitting regular reports to Council, Executive Mayor, Provincial and National Departments as prescribed by various legislation, preparing budgets in terms of legislated time frames, Preparation and Implementation of medium-term financial plans and financial sustainability assessments, Calculation, determination and implementation of tariffs for Municipal Services and facilities, Budgetary control and monitoring of spending patterns and generation of income in terms of Councils approved SDBIPs and all Supply Chain Management processes, Monitoring and controlling of proper accounting system, Preparation of annual financial statements

KEY PERFORMANCE AREAS: See to it that allocated vehicle is served as scheduled. Regular services (maintenance, repairs, tyres) every 10 000km. Ensure that the official vehicle of the Executive Mayor is regularly clean. Record travelled kilometres in the logbook and submit the log to the Strategic Manager's office. Responsible to report any damages or losses to the Strategic Manager in the Executive Mayor's office. Responsible for remaining up to date with all traffic legislation. Execute safe driving technique and the protection of Executive Mayor.

POST 4: RURAL DEVELOPMENT CO-ORDINATOR
DIRECTORATE: OFFICE OF THE EXECUTIVE MAYOR
TASK GRADE: 07 (SUBJECT TO JOB EVALUATION RESULTS)
SALARY SCALE: R 98 602 – R 127 991 (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 12, ability to inter-act with rural Community and driver's license. Experience in Community development will be an added advantage.

KEY PERFORMANCE AREAS: Co-ordinates all the Rural Development Programmers. Support and assist the rural committees in the formulation and implementation of plans and projects designed to promote development within Makana Municipality. Identify development opportunities and advise the Executive Mayor's office. Develop rural development frameworks. Handling all the needs of rural communities.

POST 5: MANAGER IN THE OFFICE OF SPEAKER
DIRECTORATE: OFFICE OF SPEAKER
TASK GRADE: 15 (SUBJECT TO JOB EVALUATION RESULTS)
SALARY SCALE: R 286 652-R 372 093 (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 12, Degree / National Diploma in the Office of the Speaker and 2 – 3 year experience in administration work.

KEY PERFORMANCE AREAS: Manages specific key performances areas around the functioning of the Speaker. Manage all correspondence that is directed to the Speaker. Organise Speaker's functions. Manage the personnel in the office of the Speaker. Any other duty that the Speaker and the Office of the Executive Mayor may authorize to be carried out. Remind councillors about all council activities.

POST 6: SPORTS, RECREATION, ARTS, AND CULTURE MANAGER

DIRECTORATE: OFFICE OF THE EXECUTIVE MAYOR

TASK GRADE: 15 (SUBJECT TO JOB EVALUATION RESULTS)

SALARY SCALE: R 286 652-R 372 093 (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Degree in Social Science /National diploma and driver's license. Experience of 3 years in sports Administration and cultural affairs.

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 Developmental Plan (IDP) monitoring and review by: Testing, reviewing and evaluating effectiveness of Councils 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 7: YOUTH CAREER GUIDANCE CO-ORDINATOR

DIRECTORATE: OFFICE OF THE EXECUTIVE MAYOR

TASK GRADE: 07 (SUBJECT TO JOB EVALUATION RESULTS)

SALARY SCALE: R 98 602 – R 127 991 (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 12, Degree in Social Science and experience in youth development.

KEY PERFORMANCE AREAS: Provides Counselling and advice I the areas of Education and Training, Careers, Employment and Self-Employment both to In Out of School Youth. Facilitates information workshops at Career Day Events and Exhibitions. Assists young people with Curriculum Vitae writing and Personal Development Plans. Conducts individual candidate assessments. Liaises with Secondary Schools and FET Colleges for slots for Career Presentations. Arranges logistics. Presents on Career Opportunities available.

POST 8: EXECUTIVE SECRETARY (MAYORAL COMMITTEE)

DIRECTORATE: OFFICE OF THE EXECUTIVE MAYOR

TASK GRADE: 7

SALARY SCALE: R 98 602- R 127 991(plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 12, Computer literacy diploma, 3 years previous experience in typing, report writing, communication, strategic management and planning.

KEY PERFORMANCE AREAS: Provide guidelines to secretaries regarding standards and norms of typing formats. Typing of Correspondence and documents- using hand written scripts, or dictated, by means computer, Distribution of information/memos to the relevant people. Organise functions and all that will be required(catering, transport).

POST9: EXECUTIVE SECRETARY (MONITORING & EVALUATION MANAGER)

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

TASK GRADE: 7

SALARY SCALE: R 98 602- R 127 991(plus normal council benefits)

KEY PERFORMANCE AREAS: Provide guidelines to secretaries regarding standards and norms of typing formats. Typing of Correspondence and documents- using hand written scripts, or dictated, by means computer, Distribution of information/memos to the relevant people. Organise functions and all that will be required(catering, transport).

NOTE: For official application forms and further information on these vacancies, please visit www.makana.gov.za, or telephone the Human Resources Department 046-6036123

CLOSING DATE: 01 AUGUST 2013

DR PRAVINE NAIDOO

MUNICIPAL MANAGER