



MAKANA
MUNICIPALITY | EASTERN CAPE



reflect and imagine

Incorporating Grahamstown, Alicedale, Riebeeck East & surrounding rural areas

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

VACANCIES/ IMISEBENZI/BETREKKINGS

EXTERNAL POSITIONS

POST 1: 1 X EXECUTIVE SECRETARY

DIRECTORATE: OFFICE OF THE SPEAKER

TASK GRADE: 07

SALARY SCALE: R127 598 per annum

(3 YEAR CONTRACT, RENEWABLE ANNUALLY SUBJECT TO PERFORMANCE, NO COUNCIL BENEFITS ATTACHED TO THIS POSITION)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 12, Secretarial Diploma and Computer Literacy.

COMPETENCE/SKILLS REQUIRED: Excellent communication skills. The ability to cope with a diversity of tasks in a high pressure environment. Basic Power Point, MS Word and MS Excel. Excellent administration skills with a strong sense for urgency.

KEY PERFORMANCE AREAS: Answering calls and redirecting to relevant people. Making travelling arrangements. Liaising with the departments. Organising meetings for the Speaker. Handling of diary for the Speaker. Typing all memos, letter and other documents for the office of the Speaker. Handling incoming and outgoing mail of the office of the Speaker. Filing and ordering stationery for the Speaker's office. Responsible for emails and faxes.

POST 2: 1 X TLB OPERATOR: WATER RETICULATION / MAINTENANCE

DIRECTORATE: ENGINEERING & INFRASTRUCTURE (WATER & SANITATION)

TASK GRADE: 6

SALARY SCALE: R105 541 – R137 013 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 10 or N2 and in possession of a valid code 10 drivers licence and professional drivers permit (PDP). TLB Operating licence /certificate. Exposure to Water and Sanitation field is essential, Minimum of three (3) working experience as a driver. Basic supervision and communication skills.

COMPETENCE / SKILLS REQUIRED: Demonstrate due diligence in carrying out their duties. Be flexible to work under pressure. Must be physically fit and healthy. Be able to work in varying temperatures and weather conditions. Work according to strict deadlines. Be able to work overtime and be on standby duty when required.

KEY PERFORMANCE AREAS: Driving of TLB machine using experience and required licence 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 accompanied by a comprehensive CV together with certified copies of Identity document, qualifications, driver's licence where required and other documents. Same should be hand delivered to The HR Manager, Makana Municipality, City Hall, Grahamstown, 6140. **No late / faxed / emailed applications will be accepted.** 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. Enquiries: Miss Zani Siqwede, H.R. Practitioner (E-Mail: nsiqwede@makana.gov.za).

CLOSING DATE: 18 APRIL 2017


MR. M. PLANGA
ACTING MUNICIPAL MANAGER