



**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**

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

**VACANCIES/ IMISEBENZI/BETREKKINGS**

**EXTERNAL POSITIONS**

**POST 1:** 1 X MANAGER: PROJECT MANAGEMENT UNIT

**DIRECTORATE:** ENGINEERING & INFRASTRUCTURAL SERVICES

**SALARY SCALE:** R557 545 per annum ALL INCLUSIVE

**(5 YEAR FIXED TERM– PERFORMANCE BASED CONTRACT)**

**THERE ARE NO BENEFITS ATTACHED TO THIS POSITION**

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric. National Diploma in Civil Engineering coupled with five (5) years' relevant working experience in a project management position within the Local Government Environment. BTech / BSc in Civil Engineering will be an added advantage. Code 08 driver's license. Must have CPMD (Minimum Competency Certificate).

**COMPETENCE/SKILLS REQUIRED:** Good leadership skills, attention to detail, report writing skills. Microsoft packages proficiency. Good presentation skills. Be flexible to work under pressure and solve problems.

**KEY PERFORMANCE AREAS:** Overall management of PMU. Responsible for the development and approval of business plans, technical reports, design reports, tender documents and payment certificates. Ensuring that EPWP principles are adhere to during project implementation. Identify and prioritise infrastructure projects within the IDP. Prepare capital operating budgets. Manage reports, monitor and evaluate MIG Projects. Prepare procurement and operational plans. Receive, administer and report on MIG funds. Commissioning and assessments of feasibility. Prepare for minor works and management of contracts where service providers have been appointed. Participate in the preparation of budgets and management thereof.

**POST 2:** 1 X SYSTEMS ADMINISTRATOR

**DIRECTORATE:** OFFICE OF THE MUNICIPAL MANAGER

**TASK GRADE:** 12

**SALARY SCALE:** R272 501 per annum (plus normal council benefits)

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric. National Diploma in Information Technology. MCITP. 2-3 years System Administration experience.

**COMPETENCE/SKILLS REQUIRED:** Good decision making. Excellent communication and technical skills.

**KEY PERFORMANCE AREAS:** Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project / operational requirements. Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary. Maintain data centre environmental and monitoring to identify any possible intrusions. Repair and recover from hardware or software failures. Coordinate and communicate with impacted departments / sections.

**POST 3: 1 X SENIOR CLERK: RATES & INDIGENT SECTION**

**DIRECTORATE: BUDGET & TREASURY**

**TASK GRADE: 7**

**SALARY SCALE: R136 989 per annum (plus normal council benefits)**

**MINIMUM QUALIFICATION AND EXPERIENCE:** Grade 12 with Mathematics or Accounting. Relevant Diploma or National Diploma with Accounting. Extensive knowledge and understanding of the MPRA, Rates Policy and Indigent Policy. 2-3 years' experience in income section of Municipality. Drivers Licence. Excellent attendance record. 2-3 years Computer and Administrative Skills. Supervisory experience. Ability to adapt to a changing environment and handle multiple priorities.

**COMPETENCE/SKILLS REQUIRED:** Supervisory skills, Communication and Interpersonal Skills, Attention to detail, Accuracy, Bilingualism, Computer Skills and ability to work under pressure. Excellent writing and analytical skills.

**KEY PERFORMANCE AREAS:** Implement MPRA, Rates Policy and Indigent Policy. All duties relating to issuing of Rates Clearance Certificates. Implement General Valuation Rolls and supplementary valuation rolls. Project Manager for Valuers appointment for yearly. Secretary to the Property Valuations Appeal Court. Compile supplementary list. Opening of all new owners accounts and update ownership changes as per deeds records. Implement completions lists. Implementation of property valuations inspection, objection, review and appeal processes as per the MPRA. Implementation of property subdivisions and consolidations on billing system. Reconciling Valuation Rolls vs Billing system and Rates billed to debtors vs ledger vs Rates as per Valuation roll. Compile Investment, interest on Investment Registers and reconcile to ledger. Attend to all Rates, Water and Sewer Connection related enquiries including section title complex enquiries. Assist with recalculation of Government departments Rates Billing. Prepare Annual Government Rates Schedules, Statements and Valuations Certificates. Oversee Indigent awareness campaigns. Verify and Authorise indigent Application forms. Update and maintain a credible Indigent register. Prepare indigent related reports. Review Rates Tariffs yearly. Supervisory of staff.

**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.

Same should be posted to The HR Manager, Makana Municipality, 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: Miss Zani Siqwede, H.R. Practitioner (E-Mail: [nsiqwede@makana.gov.za](mailto:nsiqwede@makana.gov.za)).

**CLOSING DATE: 9 FEBRUARY 2018**

A handwritten signature in black ink, consisting of a stylized 'M' followed by a horizontal line and a vertical stroke at the end.

**MRS N. C. MAZWAYI: ACTING MUNICIPAL MANAGER**