



**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 vacancy. The Makana Municipality is an equal opportunity and Affirmative Action Employer.

**VACANCIES/ IMISEBENZI/BETREKKINGS**

**EXTERNAL VACANCIES**

**POST 1: 1 X PRINCIPAL CLERK DATA / IT**

**DIRECTORATE: BUDGET AND TREASURY**

**TASK GRADE: 7**

**SALARY SCALE: R120 375 – R156 253 (plus normal council benefits)**

**MINIMUM QUALIFICATION AND EXPERIENCE:** Grade 12 with Accounting as a subject, computer literacy and attention to details. 2 years practical work experience within a municipal environment, supervisory experience will be an added advantage. Knowledge of ABAKUS SYSTEM a must.

**COMPETENCE/SKILLS REQUIRED:** Computer Skills, Accuracy, People Skills, Attention to detail, sober habits and be pleasant, Bilingualism, Supervisory Skills, Mentally Strong to deal with stress of meeting deadlines.

**KEY PERFORMANCE AREAS:** Perform Cycle and Month End procedures for service accounts. Ensure the smooth operation of the Syntel pre-paid system. Ensure that Computer Hardware and Software is maintained. Ensure that system and data is secure. Ensure that Water and Electricity meters are read and readings processed. Correct incorrect readings and any other functions that relates to this position.

**POST 2: 1 X PRINCIPAL CLERK BILLING**

**DIRECTORATE: BUDGET AND TREASURY**

**TASK GRADE: 7**

**SALARY SCALE: R120 375 – R156 253 (plus normal council benefits)**

**MINIMUM QUALIFICATION AND EXPERIENCE:** Grade 12 with Accounting as a subject. Computer literacy and attention to details. 2 years practical work

experience within a municipal environment. Supervisory Experience will be an added advantage. Knowledge of ABAKUS SYSTEM a must.

**COMPETENCE/SKILLS REQUIRED:** Computer skills, accuracy, people skills, attention to detail, sober habits and be pleasant, bilingualism and supervisory skills.

**KEY PERFORMANCE AREAS:** Controlling & checking of cashiers. Processing debtor records. Processing change of ownership forms. Supervision of staff. Controlling and assisting with the balancing of votes. Authorising and checking of journal books. Client services. Any other functions that relates to this position.

**NOTE:** All applications must be made on the Official Application form accompanied by a comprehensive CV together with certified copies of qualifications and documentation. First preference will be given to internal municipal applicants who meet the inherent requirements of the job. Same should be posted to Human Resources Manager, Makana Municipality, P.O Box 176, Grahamstown, 6140. Enquiries: Zani Siqwede HR Practitioner (E-Mail: [nsiqwede@makana.gov.za](mailto:nsiqwede@makana.gov.za)).

**CLOSING DATE: 26 NOVEMBER 2015**

A handwritten signature in black ink, appearing to read 'MJ Meiring', is written over a solid horizontal line.

**MS MJ MEIRING: ACTING MUNICIPAL MANAGER**