



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 MANAGER PARKS DEPARTMENT
DIRECTORATE: COMMUNITY AND PUBLIC SAFETY
TASK GRADE: 15
SALARY SCALE: R 327 054- R 424 538 (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Relevant Degree or National Diploma with experience in Parks, Sport and Recreation Management and or Horticulture and or nature Conservation plus 3-5 years Municipal Experience.

COMPETENCE/SKILLS REQUIRED: The incumbent should have enough Technical knowledge in either of the above mentioned disciplines and management principles to be able to manage the department.

KEY PERFORMANCE AREAS: To develop strategies for the efficient management of an integrated Parks & Recreation Department, which comprises of a aerodrome, cemeteries, horticulture, commonage, farms, conservancy and nature reserves, in terms of the Municipal Structures and System Acts, Council Policies, Environmental Legislation, Service Level agreements and the IDP, to ensure an effective and efficient service to the residents of the Makana area. To develop and implement Budgetary Control measures by implementing variance and budget progress reports to ensure budget compliance in terms of the MFMA. Develop and Manage Cemeteries by establishing needs through monthly and annual statistics reports. Research needs for new cemeteries and facilitate funding for upgrading and developing new cemeteries within new Makana areas and development of by-laws and tariff structure to ensure efficient and effective disposal of human remains within the existing legislation and policies. To develop and prepare Operational and Capital Budgets for the department, by making the necessary financial provision for staff

maintenance and general expenses for the department to ensure the financial viability and sustainability of services. To manage the replacement and maintenance of assets by developing maintenance programs and facilitating funding for the replacement of equipment and upgrading of buildings to ensure operational efficiency. Liaison with International Consultants to develop sectoral plans to improve management and ensure efficient service delivery.

POST 2: 1 X FINANCIAL CONTROLLER

(3 year fixed term contract)

DIRECTORATE: MUNICIPAL MANAGER'S OFFICE

TASK GRADE: 12

SALARY SCALE: R 275 679.84 (annual total remuneration package)

MINIMUM QUALIFICATION AND EXPERIENCE: National Diploma/ Bachelor's Degree in Accounting or Project Finance. 3 to 5 years of related experience. Code B Driver's license.

COMPETENCE/SKILLS REQUIRED: Minutes writing. Microsoft packages proficiently. Must demonstrate a high level of accuracy and stable work performance. Respond in a timely manner to vendors, consultants and staff. Strong interpersonal skills with the ability to engage different personality types. Desire to take responsibility and complete special assignments

KEY PERFORMANCE AREAS: Assist in preparation of Capital and Operational Budgets. Receiving and processing of payments for service providers. Prepare procurement and operational plans. Assist in collating SDBIP reports. Assist in preparation of directorate reports. Opening and Maintaining project expenditure accounts. Compilation of monthly, quarterly, bi-annual and annual financial reports to the MIG Manager (DORA). Monitor the consolidated cash flow performance reports on each project. Verify and reconcile monthly transfers from Government reports on each project. Verify and reconcile monthly transfers from Government Departments to the Municipality. Compile all the financial reports.

POST 3: 1 X TOWN PLANNER

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT AND PLANNING DIRECTORATE

TASK GRADE: 14

SALARY SCALE: R 283 683 –R 368 233 (plus 10% scales skill & normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: University Degree in Town & Regional Planning as recognised by the SA Council for Planners for registration as a Professional Planner, and Registration with the SA Council for Planners as a Professional Planner, in terms of Section 13 (4) (c) of the Planning Profession Act (No 36 of 2002) and Valid Driver's License, 4 years Town Planning experience in middle management.

COMPETENCE/SKILLS REQUIRED: Well-developed written and verbal communication skills, Negotiating skills, diplomacy and assertiveness is required to deal with public, municipal and government officials at various levels, as well as Municipal Councillors.

KEY PERFORMANCE AREAS: Management and co-ordinating all town and regional planning, spatial planning, land use control and development aspects, Management and co-ordinating of all role-players dealing with town & regional planning, spatial planning, land use control and developmental aspects for or within Makana Municipality, Overseeing of the development of terms of reference for the various consultants and contractors, Act as project driver for any planning related projects identified in the Makana Municipality mandated area, Provide technical, administrative and guidance to other Directorates, Liaison with the Public, Local Authorities, Provincial Authorities and Government Authorities.

POST 4: 3 X PLATOON COMMANDER

DIRECTORATE: COMMUNITY AND PUBLIC SAFETY

TASK GRADE: 9

SALARY SCALE: R 142 611- R 185 112 (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 12, Higher Certificate in Fire Technology (SAESI) or Intermediate Certificate (IFE) or Fire Fighter 2 or equivalent with 5 years' experience as a Senior Fire Fighter, Junior management experience, Basic Ambulance Assistant Course (BAA) or Valid First aid level 3 certificate, Hazmat awareness and Hazmat operations courses, Management skills, Knowledge of operational strategies and tactics, Command and control skills and overall multi-disciplinary incident management, Code EC1 driver's license.

KEY PERFORMANCE AREAS: Control of combating and extinguishing of all types of fires of magnitude to provide a fire fighting service. Rendering of a rescue service and control of vehicle extrication rescues, of any magnitude in the absence of senior officers to provide a well organised rescue service. Rendering of an Urban Search and Rescue Service to provide a proper urban rescue service and the control of swift water rescues, high angle rescues, confined space rescue, structural collapses and trench rescues of any magnitude in the absence of senior officers. Control and impact reduction of hazardous material incidents to ensure the proper handling of such incidents. Rendering of an Emergency Medical Service and control of the rendering of an emergency medical service in accordance to protocols to provide an efficient medical emergency service.

POST 5: 2 X FIRE FIGHTER (1 x Alicedale) (1 x Grahamstown)

DIRECTORATE: COMMUNITY AND PUBLIC SAFETY

TASK GRADE: 7

SALARY SCALE: R 112 500 – R 146 031 (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 12, Code EC1 driver's license, Bilingualism, Communication skills, Basic command and control skills, Pass two entry tests (Practical and a Medical test) to prove physical and medical fitness, Minimum First Aid Level 3 Certificate (Valid); Must be between the ages of 18 to 30 of age. Experience in the Fire Services environment will be an added advantage.

KEY PERFORMANCE AREAS: Responsible for the fighting of fires to ensure the safety of the environment. Responsible for the executing of fire prevention to ensure the prevention of fires causing extreme damage. Rendering a rescue service to rescue people in danger. Handling of hazardous material incidents. Rendering of emergency medical service to stabilise injured persons. Responsible for water delivery where needed. Responsible for maintenance of station, vehicle and equipment to ensure that work environment is always clean, ready and neat. Perform any other related duties as instructed by the Supervisor.

POST 6: 1 X SENIOR FIRE FIGHTER (Grahamstown)

DIRECTORATE: COMMUNITY AND PUBLIC SAFETY

TASK GRADE: 8

SALARY SCALE: R126 662 - R 164 421 (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 12, Fire Fighter 1 or Fire Fighter 2 certificate, At least 3 years' experience as a fire fighter with a local authority, Basic Ambulance Assistant course (BAA) or Valid First Aid Level 3 Certificate, Hazmat Awareness or Hazmat Operations, Internal Training, Management Skills, Knowledge of operational strategies and tactics, Command and control skills and overall multi-disciplinary incident management, Code EC1 driver's license.

KEY PERFORMANCE AREAS: Responding to incidents: fire and special service calls. Supervising of fire hydrant inspections and maintenance for effective operation. Conducting flammable liquid inspections for fire safety compliance. Present in-service training to fire fighters to support the skills development of subordinates. Supervise the fire fighter routines to enhance correctness and effectiveness. Perform administrative and liaison duties to support the effective functioning of the fire fighting service. Perform any other related duties as instructed by the Supervisor.

POST 7: 1 X LIBRARIAN

DIRECTORATE: COMMUNITY AND PUBLIC SAFETY

TASK GRADE: 11

SALARY SCALE: R 189 558- R 246 064 (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus National Diploma / B-Tech / Degree in Library and Information Service and 2 years relevant experience in a public library. Bilingualism, Computer Literate, Managerial Skills and Public Relations Skills, Willingness to work shifts and Saturdays.

COMPETENCE / SKILLS REQUIRED: Sound knowledge of and love for books and literature. Good general knowledge, Enjoy working with people, Good written English, Computer Competency.

KEY PERFORMANCE AREAS: Supervision of library and staff running of the Public Library. Ensure the smooth functioning of Public Library Administration duties. To keep work up to date and the library functioning efficiently, Acquisition, cataloguing and classification of new items to provide information and reading material to the Makana Community. Attending to queries from the public to assist patrons in finding information relevant to their need. Circulation of library material to provide information to the Makana Community. Cataloguing of books, Arranging Children Activities, Book Collection Development, Writing reports and Library promotion

POST 8: 1X LEGAL AND LABOUR RELATIONS MANAGER

DIRECTORATE: MAYOR AND MUNICIPAL MANAGER'S OFFICE

TASK GRADE: 15

SALARY SCALE: R 327 054- R 424 538 (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: B.Proc, LLB or other relevant legal degree. 5 years relevant experience and 5 years' experience gained in a government / public sector, preferably local government environment.

COMPETENCE/SKILLS REQUIRED: Sound knowledge of the principles of commercial, administrative, and constitutional law.

KEY PERFORMANCE AREAS: Assists with provision of legal advice to all Directorates on matters referred by researching statutes, case law and other legal precedents, Council by laws, policies and procedures, etc., and drafting legal opinions and briefs, outsourcing experts. Assists with provision of legal advice and service to Directorates in the drafting of by-laws, policies and procedures with a legal consequence, by performing research, interacting with role players, reviewing the by-laws, policies or procedures etc. Assists with provision of legal advice and services to Directorates by reviewing or drafting legal instruments such as contracts, acknowledgements of debt, etc. Assists with identification of new legislation and researches legislation relevant to the Municipality by examining all Government and Provincial Gazettes, scrutinising legislation, judicial decisions. Assists with monitoring of on-going litigation by and against the Municipality on matters referred by preparing outlines of instructions and briefs to attorneys and interacting with instructed attorneys. Performs administrative and managerial tasks relative to legal services and co-ordinates the activities of the legal advisory services by assisting in the day to day management. Review existing contracts & SLA's and develop standardised formats for contracts and SLA. Conduct gap analysis of the existing policies, procedures and by-laws. Regularly update the directorates with new standards, regulations, circulars, acts, etc.

POST 9: 1X PROJECT MANAGEMENT UNIT MANAGER

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

SALARY SCALE: R450 000.00 PER ANNUM ALL INCLUSIVE PLUS 10% SCARES SKILL ALLOWANCE (5 YEAR FIXED CONTRACT)

NB: THERE ARE NO BENEFITS ATTACHED TO THIS POST

MINIMUM QUALIFICATION AND EXPERIENCE: The applicant must have a minimum National Diploma in Civil Engineering coupled with minimum 5 years relevant working experience in a project management position within the local Government environment. B-Tech / BSc in Civil Engineering will be an added advantage. Code 8 driver's license will be required.

COMPETENCE / SKILL REQUIRED: Good leadership skills, attention to detail, report writing skills. Microsoft packages proficiency. Good presentation skills.

KEY PERFORMANCE AREAS: Overall management of PMU section. Responsible for the development and approval of business plans, technical reports, design reports, tender documents and payment certificates. Ensuring that EPWP principles are adhered 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

studies. Registering MIG projects. Developing terms reference for projects and PSPs. Coordinating of all MIG projects. Contract management – Managing all consultants and contractors for each projects. Project management to ensure projects meet planning objectives and targets. Assessment of the impact of the MIG programme. Managing of all project stakeholders. Quality control on construction work to meet applicable Engineering standards.

POST 10: 1 X SENIOR FOREMAN: WATER SERVICES (RETICULATION)

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 11

SALARY SCALE: R189 558 – R 246 064 (plus normal council)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric & National Certificate and, served a recognized apprenticeship as a plumber or obtained a Trade Test Plumbing Diploma or equivalent qualification. 5 years in a Waterworks undertaking in a supervisory capacity. Repairing and installations of meters and large water mains would be advantageous. Exposure to Water and Sanitation field is essential.

KEY PERFORMANCE AREAS: Responsible to the Senior Engineering Technician for proper, efficient and cost effective provision of water reticulation. Attend to the provision of stores, furnishing equipment for the sub-section. Prepare and maintain schedules. Knowledge of pumps, pipe fittings and reading of plans. Such other relevant lawful duties as may be required.

POST 11: 2 X SENIOR ENGINEERING TECHNICIAN: WATER & SANITATION

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 14

SALARY SCALE: R 283 683 –R 368 233 (plus 10% scarce skill and normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: National Diploma in Civil Engineering. Minimum of 3 to 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 mechanisms in place to deal with noncompliance. Registration with ECSA or eligible for registration. Good report writing and supervisory skills.

Good management skills and goal orientation. Must be computer literate. Be flexible to work under pressure and solve problems. Code 08 driver's license.

KEY PERFORMANCE AREAS: Responsible to the Director: Engineering & Infrastructural Services for ensuring that technical support is provided for the effective implementation of all the relevant operational plans within the directorate. Carry out water services authority and water service provision functions as required by 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 for minor works and management of contracts where service providers have been appointed. Participate in the preparation of budgets and management thereof.

POST 12: 1 X ADMIN OFFICER: EXPENDITURE

DIRECTORATE: BUDGET AND TREASURY

TASK GRADE: 11

SALARY SCALE: R189 558 – R 246 064 (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: B. Degree or equivalent with Accounting. 4 years applicable municipal experience. Knowledge of risk management, Municipal finance experience, Knowledge of ABAKUS would be an advantage.

COMPETENCE / SKILLS REQUIRED: Computer literacy(MS word, Excel). Must be able to work under pressure and meet deadlines. Driver's license would be an advantage.

KEY PERFORMANCE AREAS: Administer Creditors and Salaries policies and procedures. Ensure that all monthly payroll input is processed on time and the payroll is processed timeously. Authorise payments to supplier and staff. Attend to queries from suppliers. Perform monthly reconciliations of relevant control accounts. Perform monthly creditor reconciliations. Prepare adjustment journals relating to Expenditure Section. Ensure that all payment vouchers are filed timeously. Supervise Payroll and Creditor staff. Reporting as required.

POST 13: 1 X SENIOR TECHNICIAN (ROADS& STORM WATER)

DIRECTORATE: ENGINEERING AND INFRUSTRUCTURAL SERVICES

TASK GRADE: 14

SALARY SCALE: R 283 683- R368 233 (plus 10% scarce skill and normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: National Diploma in Civil Engineering. Couples with 3-5 years relevant experience in a similar position with

special emphasis to Roads Sections. Management experience would be an added advantage.

COMPETENCE AND SKILLS REQUIRED: Code 8 Drivers License. Computer literate with Ms Office package internet. Knowledge of GIS and applicable typing programs and spreadsheet, Communication skills at all levels, attention to deal and report writing skills.

KEY PERFORMANCE AREAS: Reporting to the Manager: Roads and storm water for the planning and design of Roads and storm water. Produce plans and civil drawings, civil records and surveys. Tracking and recording on a GIS or on appropriate maps. Plan for all road and storm water designs. Drafting tender documents, leasing with the Senior foreman (Roads and Storm water) and civil contractors. Testing existing road materials using the dynamic cone penetrometer and Troxler nuclear gauge. Supervises allocated contracts and special departmental projects by inspection, testing and measurement to ensure that the work is done to specifications and within budget parameters. Monitors departmental construction costs and contract work, by measuring completed tasks. Compiles unit rates for estimation purposes by measurement of work during and upon completion using survey equipment and a computer to analyse costs and quantities to obtain unit rates. Appraises the condition of sidewalks and roads by visual inspection and inputs the information in order to update the computerized management system. Issues instructions to technical staff by verbal or written means in order that tasks be carried out in timeously fashion.

POST 14: 1 X SENIOR TRAFFIC OFFICER

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 10

SALARY SCALE: R 160 566- R 208 414 (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric/ NQF 4 and Traffic Diploma-Registration as Traffic Officer with the Department of Transport, Valid code 8 and PDP driver's license. Driver's license examiner diploma. ITO 2 Diploma. 5 years' experience as Traffic Officer.

COMPETENCE AND SKILLS REQUIRED: Must be able to supervise subordinates. Must be able to work in all weather conditions.

KEY PERFORMANCE AREAS: Ensure the completion of all administrative duties of subordinates in accordance with prescribe legislation and departmental policy for use by relevant departments. Communicates, educates and facilitates relations between the department and the community through verbal communication to improve service delivery and public image. Performs standby duties by being available to work for any occurrence after normal working hours. Ensure that all driving license personnel understand and know the requirements of the applicable Acts.

NOTE: All applications must be made on the Official Application form available on our website, accompanied by a comprehensive CV together with certified copies of qualifications and documentation. Same should be posted to the Acting Municipal Manager Miss Busisiwe Khumalo, Makana Municipality, P.O Box 176, Grahamstown, 6140. Enquiries: Vuyo Ntshawuzana, H.R Practitioner (E-Mail: vuyontshawuzana@makana.gov.za).

CLOSING DATE: 27 February 2015



**MISS BUSISIWE KHUMALO: ACTING MUNICIPAL MANAGER/MPHATHI
SIXEKO/ MUNISIPALE BESTUURDER**