



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 BUILDING CONTROL OFFICER

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

TASK GRADE: 11

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

MINIMUM QUALIFICATION AND EXPERIENCE: Relevant National Diploma in Building Science or Equivalent plus 3 years relevant experience in a local government environment. A code 8 driver's licence is a Pre-Requisite.

COMPETENCE AND SKILLS REQUIRED: Supervisory experience and knowledge of the National Building Regulations and Applicable Legislation, Policies and Procedures.

KEY PERFORMANCE AREAS: Sets standards expected from building inspectors. Assigns Building Inspectors geographical areas of control, daily inspections and duties. Checks work of Building Inspectors by obtaining feedback of inspections and physical on-site inspections. Applies corrective measures when necessary in order to ensure that building inspections performing to standard. Empower new building inspectors through assisting them to become totally conversant with the National Building Regulations and any other regulation pertaining to the work.

POST 2: 2 X BUILDING INSPECTORS

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

TASK GRADE: 10

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

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 12 plus three years tertiary qualification in one of the following disciplines: Structural Engineering, Civil Engineering, Architecture, Building Management/Building Science or Quantity Surveying. A code 8 drivers licence. At least 2 years relevant experience as a Municipal Building Inspector or similar.

COMPETENCE AND SKILLS REQUIRED: Computer literate with Ms Office packages that are Ms Word, Power Point, Excel and Internet, Communication skills at all levels, attention to detail, report writing.

KEY PERFORMANCE AREAS: Subject to the overall direction of the Building Control Officer, the Building Inspector must attend to the control of all building activities. Examine and approve building plans according to the provisions of the building, town planning and other relevant regulations. Inspect buildings at various stages of development to ensure that the building, Town planning and other relevant regulations are being adhered to. Such other relevant and lawful duties as may be required by the Building Control Officer.

POST 3: SYSTEMS ADMINISTRATOR

DIRECTORATE: CORPORATE AND SHARED SERVICES

TASK GRADE: 12

SALARY SCALE: R 223 788- R 290 492 (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Degree in Information Technology or 3 years National Diploma in Information Technology. 3 years relevant experience as a systems/ network administrator.

COMPETENCE AND SKILLS REQUIRED: Communication skills, Computer operation network skills, Interpersonal skills

KEY PERFORMANCE AREAS: Analysis of the requirements of the user. Drawing up of a system proposal which meets the user's approval as well as the requirements of the corporate information strategy. Recommend the software approach to be used which most efficiently meets the user requirement. Design and preparation of file structure diagrams. Design database, file and layouts in conjunction with the Data base Administrator. Liaise with operating staff and Applications Manager to implement the backup and recovery procedures. Ensure

that the programs are written according to the standards established by the IT department for application development. Ensure that adequate security is built into the design of the application and that it complies with the standards established by the IT department. Determination of the effect on other systems, whether computerized or not. Provide estimates of time and resources required to complete the system project. Test programs development in a test environment and obtain user sign off after successful results.

POST 4: 1 X ADMINISTRATION OFFICER

DIRECTORATE: CORPORATE AND SHARED SERVICES

TASK GRADE: 11

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

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus Diploma/Degree in Local Government/Public Administration or related field. Three years' experience in a middle and/or supervisor municipal administration position including Committee, Registry and Administrative work. A history indicating good management, report writing, interpersonal and oral communication skills.

COMPETENCE/SKILLS REQUIRED: Ability to deal with pressure. Ability to deal with conflict and to meet deadlines.

KEY PERFORMANCE AREAS: Subject to the direction of the Manager: Administration, assist in the management of the Administration division of the Corporate and Shared Services Directorate. Responsible for committee work, compiling agendas and writing minutes. Distribute and arrange archiving of minutes and agendas. Maintain minute journal and attendance register. Provide administrative support for Councillors. Manage typing, replication work and correspondence. Publish notes. Supervise Council's civic amenities and attend to matters relating thereto. Ensure all amenities are properly maintained. Supervise the activities of the Customer Care Assistant and Telephonist. Compile monthly reports of all activities. Any other duties as may be required by the Supervisor.

NOTE: All applications must be made on the Official Application form provided in our website www.makana.gov.za accompanied by a comprehensive CV together with certified copies of qualifications and documents. It should be posted to the Human Resources Manager, Makana Municipality, P.O Box 176, Grahamstown, 6140. No late, incomplete, faxed or email applications will be accepted.

Enquiries: Vuyo Ntshawuzana, Human Resources Practitioner (E-Mail: vuyontshawuzana@makana.gov.za). Telephone(046 603 6110).

CLOSING DATE: 05 JUNE 2015

MR MANDISI PLANGA