



Incorporating Grahamstown, Alicedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position 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 (PMU)

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

SALARY SCALE: R557 545 per annum ALL INCLUSIVE
(FIVE (5) YEAR FIXED-TERM PERFORMANCE BASED CONTRACT)

THERE ARE NO BENEFITS ATTACHED TO THIS POSITION

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus National Diploma in Civil Engineering coupled with a minimum five (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.

COMPETENCE/SKILLS REQUIRED: Code B driver's license. Good management skills and goal orientated. Computer literate. Be flexible to work under pressure and solve problems.

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 procurement and implementation plans for the unit. Receive, administer and report on the MIG funds. Commissioning and assessment of feasibility studies.

POST 2: 1 X MANAGER: WATER & SANITATION

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 15

SALARY SCALE: R426 124 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus B.Tech in Civil Engineering. At least 3 - 5 years relevant management experience in a Municipal Environment and in multi-disciplinary water and sanitation projects. Registration with ECSA or Eligible for registration.

COMPETENCE/SKILLS REQUIRED: Excellent communication skills. Good planning, organization and strong administration skills. Strong project management background. Computer literate and ability to function independently and willingness to work long hours.

KEY PERFORMANCE AREAS: Responsible to the Director Engineering & Infrastructural Services for ensuring that policy procedures and mechanisms of implementation and operation for water and sanitation services are put in place. Ensure all water services provisions are coordinated in line with the current legislation. Prepare annual budget for the section. Prepare and maintain work and maintenance schedules. Such other relevant and lawful duties as may be required. Manage water and

sanitation operations and administration. Assist with maintenance and operations of water and wastewater treatment works. Develop written reports to council committees and implement the institutional Service Delivery Budget Implementation Plan (SDBIP).

POST 3: 1 X MANAGER: REVENUE & RECEIVABLES (RE-ADVERTISEMENT)

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 15

SALARY SCALE: R426 124 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus three (3) year Degree or National Diploma with Accounting. 3-5 years relevant experience in local government. Extensive knowledge and understanding of MFMA, MPRA, National Treasury regulations & applicable GRAP standards. Must have Minimum Competency Certificate (CPMD) or in a process of completing CPMD. Ability to pay attention to detail, high level of responsibility and ability to work under pressure.

COMPETENCE/SKILLS REQUIRED: Advanced computer skills. Strong management, supervisory, communication and interpersonal skills. A valid Driver's licence.

KEY PERFORMANCE AREAS: Identifies and defines the immediate, short and long term objectives / plans associated with the Revenue functionality. Directs, manages and controls the key performance indicators and outcomes of personnel within the division. Manages, controls and directs the implementation of specific financial procedures, systems and controls associated with the various financial activities of the division. Manages the Revenue division comprising the consolidated billing, customer care, prepayment, debt management and rates. Controls all accounting and administration functions relating to the department. Ensuring customer accounts for services rendered are processed and delivered monthly and income therefore collected. Ensuring balancing of control accounts and reconciliation of suspense accounts. Prepare estimates of Capital and Income and Expenditure; Assists the CFO with the operations of the Finance Directorate. Attends to legal matters. Attends Council, Standing Committee and Departmental meetings.

POST 4: 1 X MANAGER: PLANNING AND LAND USAGE

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT

TASK GRADE: 15

SALARY SCALE: R426 124 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus Bachelor's Degree in Town and Regional Planning. Five (5) years as a Town and Regional Planner in a municipal environment.

COMPETENCE/SKILLS REQUIRED: In depth understanding and knowledge of the principles, policies and legislative requirements relating to planning, land use management and building control. Ability to deal with people on all levels. Must be able to work in a team. Understand the municipal environment. Ability to manage and oversee staff.

KEY PERFORMANCE AREAS: Management and oversight over daily operations of the section. Monitor and evaluate the outputs of the town planning and building control section according to the IDP and related legislation. Ensure that sustainable urban and rural development are promoted. Perform administrative duties.

POST 5: 1 X MANAGER: INTERNAL AUDIT
DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER
TASK GRADE: 15
SALARY SCALE: R426 124 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus B.Com Degree in Auditing and compulsory membership of the Institute of Internal Auditors. Five (5) years Management experience in an Internal Audit Unit in a local government environment.

COMPETENCE/SKILLS REQUIRED: Report writing skills and knowledge of all applicable regulations and legislation. Ability to do presentations. Valid driver's license.

KEY PERFORMANCE AREAS: Develop and maintain a risk based Audit Plan and yearly internal Audit Programme for the Institution. Update the Internal Audit Charter annually. Manage internal audit staff and equipment. Manage the operations of the Audit Committee. Advise directorates on their internal controls. Perform various compliance Audits as directed by the Accounting Officer. Conduct forensic and specialized investigation as directed by the Accounting Officer. Represent the Unit in Internal and external Disciplinary matters as directed by the Accounting Officer.

POST 6: 1 X FINANCIAL CONTROLLER
DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES
TASK GRADE: 12
SALARY SCALE: R291 576 per annum (there are no benefits attached to this position)

(THREE (3) YEAR FIXED-TERM PERFORMANCE BASED CONTRACT)

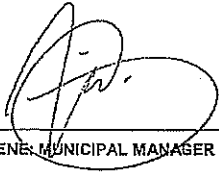
MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus National Diploma or Bachelor's Degree in Accounting, financial management or equivalent qualification. Three (3) years of related experience in project accounts.

COMPETENCE/SKILLS REQUIRED: Valid driver's license. Report writing skills. Knowledge of accounting principles and budgeting model. Computer skills in Microsoft packages proficiency (Advanced Excel, Word, Access and Power Point). Knowledge of Municipal Financial Act and Municipal Systems. Must demonstrate a high level of accuracy and stable work performance. Respond in a timely manner to vendors, consultants and staff. Work well under pressure with multiple tasks and deadlines. Good written and verbal communication skills. Strong interpersonal skills with the ability to engage different personality types. Desire to take responsibility and complete special assignments. Motivation, persistence and superior work ethics.

KEY PERFORMANCE AREAS: Assist in preparation of Capital Budget and Operational Budget. Receiving and processing of payments from service providers. Assist in preparation of unit reports. Opening and maintaining project expenditure accounts. Compilation of monthly, quarterly, bi-annual and annual financial reports to the MIG Manager as per Division of Revenue Act (DORA). Monitor the consolidated cash flow performance reports on each project and on the regional programme collectively. Verify and reconcile monthly transfers from Government Departments to the Municipality. Compile all financial reports in terms of the DORA. Audit compliance of all legal conditions, required from the different spheres of Government. Audit and administer the monthly claims and expenditure.

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. Failure to comply with the above will result in disqualifying your application. Canvassing of Councillors and Officials will automatically disqualify any application. All applications may be hand-delivered to The HR Manager, Makana Municipality, 86 High Street, City Hall, Grahamstown or posted to 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 maybe directed to The Human Resources Practitioner (Miss Zani Siqwede) at 046 603 6110 or e-mail: nsiqwede@makana.gov.za

CLOSING DATE: 18 SEPTEMBER 2018



MR. M. MENE MUNICIPAL MANAGER