



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 POSITIONS

POST 1: **1 X MANAGER: DISTRIBUTION**
(ELECTRICITY DEPARTMENT)

DIRECTORATE: **ENGINEERING & INFRASTRUCTURAL SERVICES**

TASK GRADE: **15**

SALARY SCALE: **R327 054 – R424 538 per annum (plus normal council benefits)**

MINIMUM QUALIFICATION AND EXPERIENCE: National Diploma / S4 in Electrical Engineering or National Technical Certificate (NTC4). Code B driver's licence and 5 years in Management, Supervisory experience and to manage subordinates, finances and plant operating effectively.

COMPETENCE/SKILLS REQUIRED: Computer literacy, negotiation skills, interdepartmental skills, public relations, conflict management, operating regulations of high voltage system. NOSA certification.

KEY PERFORMANCE AREAS: Responsible for the day to day supervising, controlling, planning, leading and delegating to a workforce to ensure the practical aspects of the electrical maintenance and construction needs are attended in supplying electrical energy to customers. To efficiently distribute electrical energy to the Makana Municipality Community according to their demands within minimum interruptions and cost effectively. Monthly meetings, weekly meetings with the City Engineer. Continuous reporting and communication. Leave approval, chair monthly meetings where work is discussed. Informal meetings: Council meetings, City Engineer on staff problems, Area breakdowns (shutdowns) affecting big areas. Formal Reporting: City Engineer, monthly reports – technical, attendance registers, leave forms, overtime reports, workman's compensation claim forms, vehicle records

and accident reports. Production of Documents: monthly report, accident reports. Direct and indirect supervision daily. Daily task planning, delegating and material, costing, apprentice training, physical supervision of work daily. Assisting subordinates with intricate of complicated tasks and giving instructions and advice. Directing switching procedures. Approve leave, disciplinary matters attending to grievances, controlling registers, overtime, vehicles and equipment used and Workman's compensation claims.

POST 2: 3 X ELECTRICIANS (ELECTRICITY DEPARTMENT)

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 10

SALARY SCALE: R160 566 – R208 414 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Trade Test, NTC 2 – qualified Electrician, Code B driver's licence and 2 years' experience.

COMPETENCE/SKILLS REQUIRED: Communication skills, attention to detail, interdepartmental skills, public relations, conflict management, operating regulations of high voltage system and NOSA Certification.

KEY PERFORMANCE AREAS: To keep the electrical distribution systems maintained effectively so that electrical power is available to all consumers at all times. Cable locating and fault in LT and HT cables using electronic equipment. Jointing and terminating of LT and HT cables. Construction, maintenance and repairs of overhead lines both HT and LT. switching of 66 , 000 and 11, 000 volt under instruction. Installation of and repair to electrical equipment and installations: have authorization to do switching on 11 – 66 kV. Procedural switching manual. Procedures in terms of Quality Management, Equipment Manuals. Take decisions regarding switching on and off in an emergency. Perform standby duties.

POST 3: 1 X TECHNICAL OFFICER (ELECTRICITY DEPARTMENT)

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 12

SALARY SCALE: R223 788 – R290 492 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: National Diploma for Technicians / S4 in Electrical Engineer. 5 years advanced engineering field where practical experience is essential

COMPETENCE/SKILLS REQUIRED: Technical program skills, computer literacy, negotiation skills. Ability to do site and line inspections where long distances have to be walked in any weather conditions Environmental conditions: varying temperatures, work overtime in emergency situations after hours.

KEY PERFORMANCE AREAS: To coordinate the planning and design of the construction and maintenance of the electrical infrastructure to ensure that projects be constructed according to standards and specifications as laid down by legislative powers and prescribed time frames: Council approves tenders and appointment of consultants. Certain legal aspects are referred to the Deputy Director / Manager. Daily instructions to Technical Assistant. Supervision mainly over external contractors and consultants. Identifying trends, needs for replacement, revision of maintenance plans by studying documentation, statistics and performing physical observation and inspection. Making predictions in terms of needs by analysing growth patterns and through identifying clients; needs through consultation. Analysing current capacity in terms of all resources (people, plant, machinery, money and equipment) for capital project.

POST 4: 1 X ASSISTANT MEDIA & COMMUNICATIONS OFFICER

DIRECTORATE: CORPORATE & SHARED SERVICES

TASK GRADE: 9

SALARY SCALE: R142 611 – R185 112 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus 3 year Diploma or Degree in Public Relations, Communications, Journalism or Media Studies. 2 years relevant experience in the field of Public Relations, Communication or Journalism

COMPETENCE/SKILLS REQUIRED: Sound computer literacy. Oral and written communication; good interpersonal skills and team player. Drivers licence.

KEY PERFORMANCE AREAS: Ensure sound internal and external communication service. Assist in adequate rendering of media coverage. Assist in communication support to all directorates through available communication mediums. Assist in organising events. Assist in daily update of website and various social networks. Enhance the image of the municipality.

POST 5: 1 X SPORTS AND RECREATION OFFICER

DIRECTORATE: COMMUNITY AND PUBLIC SAFETY

TASK GRADE: 11

SALARY SCALE: R189 558 – R246 064 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Tertiary Qualification in (Sport Management Diploma) plus 4 years relevant experience plus a valid driver's licence.

COMPETENCE/SKILLS REQUIRED: Negotiations skills, communication skills, bilingualism, interpersonal skills, understanding of National Sports and Recreation Plan. Management skills. Computer literacy and Interpersonal skills.

KEY PERFORMANCE AREAS: Direct, manage and co-ordinate the activities of the indoor sports centre and to ensure playable conditions. Direct, manage and co-ordinate the activities at all the municipal sports grounds and playgrounds and maintain facilities to ensure that they are in playable condition. Manage the section to ensure the smooth run of the sport and recreation division. Plan and co-ordinate, promote and develop sporting activities in the Makana Municipal Region. Manage the budget for the Sport and Recreation Section to ensure Expenditure within the norms as stipulated in the Municipal Finance Management Act. Search funding to ensure that IDP needs are met also new facilities are built. Delegate duties to ensure that work is done and shared. Plan sport programmes to ensure smooth running of sport and recreation programmes. Attend to departmental relevant duties as may be required to ensure that all necessary duties are done. Interacts with representatives from other department to ensure that the following administrative responsibilities are met.

POST 6: 1 X HUMAN RESOURCES PRACTITIONER

DIRECTORATE: CORPORATE AND SHARED SERVICES

TASK GRADE: 11

SALARY SCALE: R189 558 – R246 064 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus National Diploma / Degree in Human Resources Management plus several years relevant experience (2 – 3 years) as a Recruitment Officer / Practitioner. Knowledge of Labour Relations Act, Employment Equity Act and Basic Conditions of Employment Act.

COMPETENCE/SKILLS REQUIRED: Good Interpersonal Skills, Computer Literacy and Communication. Code 08 Driver's licence.

KEY PERFORMANCE AREAS: Responsible for the recruitment of permanent and temporary employees by performing searches for qualified job candidates, using sources such as computer databases, networking, internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals. Preparing for and receiving applications from candidates for advertised positions screening applicants by checking their qualifications, experience and conducting reference checks by confirming work history with previous employers, in order to create a shortlist of applicants to be interviewed. Contacting all shortlisted applicants to set up a date and time for the interview process to take place. Attends and participates in the interviewing process with the candidate and managers from the department where the recruitment request originated. Preparing regret letters for unsuccessful applicants and attends to the reimbursement of travelling expenses incurred by the applicants attending interviews by calculating and verifying the kilometres and airfares. Preparing a letter of appointment for the successful candidate by ensuring that all the applicable conditions of service for the appointment are correctly reflected in the contract.

POST 7: 1 X INDUSTRIAL RELATIONS OFFICER

DIRECTORATE: CORPORATE SERVICES

TASK GRADE: 11

SALARY SCALE: R189 558 – R246 064 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Degree / Diploma / Tertiary qualification in Labour Relations. Labour Law as major. 1 – 2 years' experience in a unionized environment. Knowledge of Trade union movement. Minimum of 2-3 years' experience in Local Government as a Labour Relations Officer.

COMPETENCE/SKILLS REQUIRED: Computer literacy. Must be able to work under pressure. Good interpersonal relations, communication and presentation skills. Code 8 driver's licence.

KEY PERFORMANCE AREAS: Dealing with discipline matters in order to ensure consistency in the handling of such matters in order to ensure consistency in the handling of such matters and to promote sound labour relations. Facilitating council and CCMA. Co-ordinate and be responsible for applicable legislation. Compiling statistics pertaining to his or her responsibilities or the purpose of EE Reporting. Routine counselling of employees. Facilitate and implement of Health and Safety programmes.

POST 8: 1 X **MANAGER: INTEGRATED DEVELOPMENT PLAN & PERFORMANCE MANAGEMENT SYSTEM (IDP & PMS)**

DIRECTORATE: MUNICIPAL MANAGER'S OFFICE

TASK GRADE: 16

SALARY SCALE: R368 233 – R477 998

MINIMUM QUALIFICATION AND EXPERIENCE: Degree / National Diploma in Development Planning plus 5 years of appropriate management gained in government / public sector, preferably local government environment.

COMPETENCE/SKILLS REQUIRED: Sound knowledge and understanding of Local, Provincial and National departments in relation to IDP & PMS. Excellent communication skills, verbal and written. Municipal Finance Background.

KEY PERFORMANCE AREAS: Develop and review Performance Management Systems (PMS). Compile quarterly and annual performance reports. Develop planning and monitoring and reporting tool on IDP and PMS. Ensure alignment of SDBIP with IDP and PMS. Manage the day-to-day work in the IDP Division under consideration of time, resources and people in order to ensure the development, review, monitoring and effective implementation of the IDP. Ensure the IDP is strategic, participatory, and implementation-orientated, so as to enable the municipality to responsive to the needs and priorities in its area, is in line with its available resources and able to meet its developmental mandate. Ensure that the national time frames regarding the IDP and Budget Process are adhered to and the municipal planning process is horizontally and vertically aligned and complies with national and provincial requirements. Facilitate and ensure the development of an IDP that is strategic, appropriate to the conditions of the area and the resources of the municipality. Monitor and ensure the IDP aligns to and informs the capital & operational budget. Facilitate and ensure the appropriate, relevant and quality participation of internal stakeholders (officials and councillors) in the IDP process.

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

CLOSING DATE: 04 SEPTEMBER 2015



MS MJ MEIRING: ACTING MUNICIPAL MANAGER