



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 position based in Makhanda. The Makana Municipality is an equal opportunity and Affirmative Action Employer, committed to the Employment Equity Act (55 of 1998). Previously disadvantaged individuals and people with disabilities are encouraged to apply.

VACANCIES/ IMISEBENZI/BETREKKINGS

EXTERNAL POSITIONS

POST 1: 1 X MANAGER: SUPPLY CHAIN MANAGEMENT

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 15

SALARY SCALE: R482 186 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus B.Com. Degree or equivalent three (3) year qualification with Accounting (NQF Level 7). Certificate in Municipal Financial Management Program as prescribed by National Treasury, Government Gazette No. 29967 of 15 June 2007 for Head of SCM. At least 5 years applicable municipal experience in Supply Chain Management functions with at least two (2) years managerial experience.

COMPETENCE/SKILLS REQUIRED: Thorough knowledge of MS Excel. Computer Literacy. Ability to work under pressure and meet deadlines. MunSoft experience will be an added advantage. Valid Drivers' License.

KEY PERFORMANCE AREAS: Manages the key performance areas and result indicators associated with the Supply Chain Management functionality by effectively controlling, co-ordination and administration of all supply chain management processes within the municipality to enable departments to effectively deliver to municipal customers. Developing, maintaining, and constantly reviewing service level agreements within departments. Developing and maintaining of good customer and supplier relationships in order to accomplish immediate, short and longer terms service delivery objectives as encapsulated in the Municipality's Integrated Development Plan and relevant legislation guiding Supply Chain Management e.g., PPPFA, MFMA, Promotion of Access to Information Act, SCM Act / Regulations, SIDB, Competitions Act, BBBEE, etc. Promoting, developing, monitoring, directing, and controlling all aspects of Supply Chain Management in the Municipality to ensure compliance with the Procurement Policy and Municipality's Administrative Framework. Manages and controls outcomes associated with utilization, productivity, and performance of personnel within the functionality. Ensure effective communication and reporting internally and externally.

POST 2: 1 X ACCOUNTANT: ASSETS & INSURANCE MANAGEMENT

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 12

SALARY SCALE: R329 937 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus B.Com or equivalent three (3) year qualification with Accounting. At least three (3) years applicable municipal Asset & Insurance management experience.

COMPETENCE/SKILLS REQUIRED: Thorough knowledge of MS excel. Must be able to work under pressure and meet deadlines. Valid Drivers' license, as part of duties required verification of assets within the Makana area.

KEY PERFORMANCE AREAS: Maintain Asset Register. Compile monthly VAT returns. Maintain Insurance portfolio of Council. Monthly reporting to Council. Assist within compiling Annual Financial Statements. Maintain Investment Register. reconciliation of relevant project expenditure for Asset Register purposes.

POST 3: 1 X ACCOUNTANT: EXPENDITURE & PAYROLL

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 12

SALARY SCALE: R329 937 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus B.Com or equivalent three (3) year qualification with Accounting (NQF Level 7). Certificate in Municipal Financial Management Program as prescribed by National Treasury, Government Gazette No. 29967 of 15 June 2007. At least three (3) years applicable municipal experience in expenditure and payroll functions at an Accountant Level.

COMPETENCE/SKILLS REQUIRED: Thorough knowledge of MS Excel. Computer Literacy. Ability to work under pressure and meet deadlines. Valid drivers license. MunSoft & PayDay experience will be an added advantage.

KEY PERFORMANCE AREAS: Coordinates and control the application of accounting procedures within the Expenditure & Payroll Section by attending to the verification, reporting, processing reconciliation of expenditure accounts. Verifying that the General Ledger is balanced, suspense accounts are cleared, and reconciliations are completed. Guiding and developing personnel on the processing sequences and controlling the effective implementation recordkeeping and data management procedures to facilitate recovery / retrieval of accounting information. Supervision and control of the Expenditure & Payroll function. Facilitating effective internal and external communication on expenditure and payroll related matters.

POST 4: 3 X TRAFFIC OFFICER

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 09

SALARY SCALE: R210 256 per annum (plus normal council benefits)

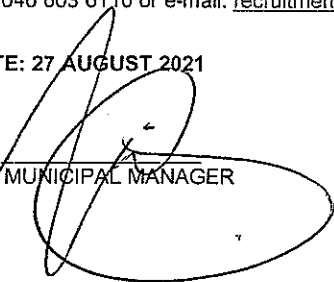
MINIMUM QUALIFICATION AND EXPERIENCE: Matric. Traffic Officer Diploma. Registration as a Traffic Officer. One (1) year relevant experience

COMPETENCE/SKILLS REQUIRED: Valid code B driving license

KEY PERFORMANCE AREAS: Performs activities / tasks associated with maintaining law, order and safety through the application of laid down policing, protection, and rescue procedures, attending court when required to give evidence. Attending to processes aimed at ensuring compliance with laws, by-laws and regulations in order to ensure any action or situation threatening safety is identified and promptly attended to and that the National Road Traffic Act, Criminal Procedure Act, Municipal Systems Act, Road Traffic Act and South African Police Service Act are complied with. Perform any other lawful duties as instructed by the supervisor.

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 / EMAILED / FAXED 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 on 046 603 6110 or e-mail: recruitment@makana.gov.za

CLOSING DATE: 27 AUGUST 2021



MR. M. MENE, MUNICIPAL MANAGER

