

Incorporating Makhanda, Alicedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position based in Makhanda Alicedale & Riebeeck East. 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: WATER & SANITATION (Re-Advertisement)

(ALL APPLICANTS WHO APPLIED FOR THIS POSITION IN THE PREVIOUS ADVERT ARE ENCOURAGED TO RE-APPLY)

SECTION: WATER & SANITATION

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 17

SALARY SCALE: R751 058 per annum (plus 10% scarce skill allowance and normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric. BSc / B. Tech in Civil Engineering or Chemical Engineering. Registration with the Engineering Council of South Africa or eligible for registration. At least 3 - 5 years relevant management experience in Municipal Environment and Multi-disciplinary water and sanitation projects.

COMPETENCE/SKILLS REQUIRED: Code EB driving license. Computer literacy

KEY PERFORMANCE AREAS: Plans, manages and implements the key performance areas and result indicators associated with the Water Sanitation Section through ensuring the provision of appropriate and economic water and sanitation management services to the consumers, planning, designing and monitoring of Water & Sanitation projects and the co-ordination of specific services through analysis, investigation and interpretation of needs. Interaction and communication with functional and community-based role-players. Formulation of contracts and project plans, approving and monitoring the execution and application of procedures, regulations, and standards to ensure priorities of the Municipality's Integrated Development Plan complies with requirements in terms of the Water Services act 108 of 1997 and DWA regulations as amended.

POST 2: 1 X MANAGER: ROADS & STORMWATER

DIRECTORATE: ENGINEERING & INFARSTRUSCTURAL SERVICES

TASK GRADE: 15

SALARY SCALE: R551 786 per annum (plus 10% scarce skill allowance and normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus B.Tech in Civil Engineering. At least 3 – 5 years' relevant management experience in Municipal Environment, in Civil Engineering Construction and Multi-disciplinary Roads and Stormwater projects. Registration with ECSA or eligible for registration.

COMPETENCE/SKILLS REQUIRED: Valid driver's license. Good communication skills and leadership skills.

KEY PERFORMANCE AREAS: Identifies with immediate, short-term objectives or plans in respect maintaining synergy between the output of the roads and storm water and associated services level agreement. Formulate the evaluation and review of the roads development plan against critical deliveries as identified in the organization integrated development plan and services

agreement. Analyse and evaluate the scoping, award and deliveries phases of projects associated with the provision of roads services to communities. Disseminates functional and operational information on the immediate, short and long terms objectives and current development problems and constraints. Manages, monitors and inspects work performed under contracts and / or permits. Supervises and monitors annual road maintenance programs, such as surface preparation and drainage improvement, to ensure timely and proper completion. Reviews and interprets plans and specifications and recommends modifications. Manages the procurement, replacement and repair of road maintenance vehicles, and other heavy and specialized equipment, determines equipment needs to meet program requirements. Coordinates specific administrative and reporting requirement associated with performance and results indicators of roads division. Manages and monitor roads related contacts. Directs the preparation and management of the budget of the unit.

POST 3: 1 X MANAGER: PARKS & RECREATION (Re-Advertisement)

(ALL APPLICANTS WHO APPLIED FOR THIS POSITION IN THE PREVIOUS ADVERT ARE ENCOURAGED TO RE-APPLY)

SECTION: PARKS & RECREATION

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 15

SALARY SCALE: R551 786 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus B.Sc (Environmental) or B.Tech (Environmental) – NQF Level 7. Six (6) years of relevant working experience.

COMPETENCE/SKILLS REQUIRED: Code EB driving license

KEY PERFORMANCE AREAS: Manages the key performance areas and results indicators associated with the Parks and Recreation Section through the planning, monitoring and implementation of policies and procedures (operational and administration) for Horticulture, Sports and Recreation Programs, Commonages, Municipal Farms, Cemeteries, Parks, Sports Indoor Centres, Sports Facilities, investigation, analysis and interpretation of developmental requirements against the capacity and capability of the department to accomplish immediate, short and longer term Parks and Recreational Service delivery objectives associated with the IDP, department's annual budget including the procurement plan and SDBIP.

POST 4: 1 X QUALITY ASSURANCE SCIENTIST / ANALYST

SECTION: WATER WORKS

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 14

SALARY SCALE: R478 613 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric. B.Tech / BSc in Chemistry / Microbiology / Biotechnology / Water Care. Three (3) or more years' experience in water related laboratory.

COMPETENCE/SKILLS REQUIRED: Knowledge of water and wastewater analytical methodologies and instrumental techniques. Good laboratory practices. Strong analytical skills and familiarity with statistical software for data analysis. Understanding of environmental regulations and compliance standards related to water quality. Excellent written and verbal communication skills to convey technical information to various audiences. Ability to work independently and as part of a team to execute work effectively.

KEY PERFORMANCE AREAS: Develop a strategic plan for the laboratory. Develop and implement a water and sewer quality monitoring programme. Maintain a low-risk laboratory operation. Monitor methods, processes and systems used in the section to ensure that they are conducive to efficient service delivery. Communicate to designated staff responsibilities, authority, and personal performance measurement criteria. To manage the operational budget of the section within the budgetary constraints of the council. To ensure laboratory meets all requirements of blue and green drop standards and all the related water and wastewater legislations.

POST 5: 1 X ADMINISTRATION OFFICER
SECTION: ADMINISTRATION
DIRECTORATE: CORPORATE & SHARED SERVICES
TASK GRADE: 11
SALARY SCALE: R319 810 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 12 plus a qualification in Administration / Secretarial Diploma or an equivalent NQF level 6 qualification. Three (3) years relevant work experience.

COMPETENCE/SKILLS REQUIRED: Computer literacy.

KEY PERFORMANCE AREAS: To render printing (replication) services for the committee's section. To render distribution services using Council vehicle to deliver agendas and other documents. Obtain approved documents for printing / duplication from Supervisor. Check quality of printing / duplication during and after activity. Compile / bind documents. Printing of agendas / other documentation. Obtain approved items / complete set of the agenda for printing. Print agendas and minutes for Portfolio, Mayoral and Council meetings. Bind the agenda in an approved standard. Print other documents from general staff.

POST 6: 1 X SENIOR ADMINISTRATION OFFICER
SECTION: HUMAN RESOURCES
DIRECTORATE: CORPORATE & SHARED SERVICES
TASK GRADE: 11
SALARY SCALE: R319 810 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric. National Diploma in Human Resources Management. Five (5) years' experience working in a municipal environment dealing with leave management, controlling of attendance registers, employee benefits i.e., medical aid, provident fund.

COMPETENCE/SKILLS REQUIRED: Computer literacy. Knowledge on PAYDAY System will be an added advantage. Supervisory skills. Communication Skills. Attention to detail. Ability to handle Medical Boarding Cases. People Skills. Ability to handle and work under pressure.

KEY PERFORMANCE AREAS: Processes retirements by ensuring that the following procedures are undertaken to ensure that these are correctly processed as prescribed. Ensure that the employee completes and signs the notification of retirement forms and assists the employees, if necessary, to complete certain sections of the application forms. Complete all information relating to monthly UIF returns by extracting this data from computer printouts and submitting them to finance for further action. Liaise with the relevant HOD / Director to discuss all issues and notification surrounding an employee's inability to carry out duties due to ill health / injury to discuss the possibilities of alternative employment and in this manner to ensure that the HOD / Director has evaluated all options prior to the motivation of boarding, ensuring legal compliance. Process all death benefits and funeral claims. Provide all relevant funds / organisations with sufficient certified copies of certificates such as death certificates, ID Documents, affidavits, etc. Obtain all required details regarding the Executor / Estate in order that they may be contacted for distribution of any benefits received. Monitoring of leave management. Ensure all leave books are captured, attendance registers and leave reconciliation.

POST 7: 4 X OPERATOR / PROCESS CONTROLLER
SECTION: 2 X WATER & 2 X SANITATION
DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES
TASK GRADE: 9
SALARY SCALE: R240 605 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Water Process Controller NQF 3 OR N6 in Water Care OR N6 in Civil Engineering. Registration with DWS in terms of classification will be an added advantage. Three (3) of relevant experience.

COMPETENCE/SKILLS REQUIRED: **Code 08 drivers' license.** Must be prepared to work in any of Makana Municipality treatment plants. Must be able to work with chemicals. Perform & analysing of tests (Jar test), must be on standby to work overtime. Good report writing skills. Must be computer literate.

KEY PERFORMANCE AREAS: Insure a non-interruption supply of best quality water. Operate the process of water purification from raw water inlet to final water distribution complying with SANS241. Conduct sampling & analysing of test. Take weekly / monthly reports. To operate sewage treatment works efficiently and effectively to ensure the continuous discharge of sewage effluent. Perform and analyse laboratory tests. Operate according to the requirement of the Acts. Undertaking the removal of pumps and motors together with artisan during repairs as and when required. Performing of all housekeeping at the plants. Supervise subordinates and any other related duties as instructed by the superior.

POST 8: 2 X ARTISAN: MECHANICAL WORKSHOP

DIRECTORATE: ENGINEERING & INFARSTRUSCTURAL SERVICES

TASK GRADE: 10

SALARY SCALE: R270 897 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Trade tested mechanical artisan. Three (3) years relevant experience on the Motor Mechanic both petrol and diesel motors.

COMPETENCE/SKILLS REQUIRED: Code 10 driver's license. Good communication and supervisory skills. Good health and physically fit.

KEY PERFORMANCE AREAS: Communicating with the immediate supervisor and establishing material and resources necessary for a specific work order. Interacting with the Stores and checking allocated components and material for a job card prior to commencing with the loading. Checking the status of machinery, equipment / plant and communicating any malfunction to the immediate supervisor. Attending to the repairs, maintenance, and installations of mechanical components e.g., pipes, valves, fittings etc. Monitoring of mechanical components and devices and / replacing defectives parts. Coordinating the cleaning and removing of blockages or other forms of debris from inlets / outlets restricting flow of fluid / lubricants to movable parts and / replacing broken / defective pipes. Keeping the informed of the new developments, legislations, circulars, and policies. Submitting reports and relevant documents to the immediate superior for reporting purposes.

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. First preference will be given to internal and local municipal applicants who meet the inherent requirements of the job. All applications may be posted to The HR Manager, Makana Municipality PO Box 176, MAKHANDA, 6139 OR hand-delivered to, 86 High Street, City Hall, MAKHANDA.

NOTE: All the positions will be filled in line with Makana LM Employment Equity Plan and the Council reserves the rights not to fill the vacant positions.

NO EMAILED / LATE / FAXED APPLICATIONS WILL BE ACCEPTED. Enquiries maybe directed to The Human Resources Practitioner on 046 603 6110 / recruitment@makana.gov.za

CLOSING DATE: 30 November 2023



MR. P. M. KATE: MUNICIPAL MANAGER