

Incorporating Makhanda, Alicedale, Riebeek East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position based in Makhanda Alicedale & Riebeek 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 PARKS AND 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: R 551 786 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus B.Sc. (Environmental) Management or B -Tech Environmental Management or any related qualification. 3 – 6 Years' Experience in Environmental Management, been in a management / supervisory environment position before

COMPETENCE/SKILLS REQUIRED: Driver's License,

KEY PERFORMANCE AREAS: manages the performance areas and results indicators associated with parks and recreation section through the planning, monitoring and implementation of policies and procedures (operational and administration) for horticulture, sports and recreation programs, 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 IDP, Departments annual budget including the procurement plan and SDBIP

POST 2 1 X MANAGER CLEANSING

SECTION: CLEANSING

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 15

SALARY SCALE: R 551 786 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus B.Sc. Environmental Health /Environmental Management or B -Tech Environmental Health/Environmental Management or any related qualification. 3 – 6 Years' Experience in Environmental Health or Environmental Health, been in a management / supervisory environment position before.

COMPETENCE/SKILLS REQUIRED: Driver's License.

KEY PERFORMANCE AREAS: Plans and manages the key performance areas and results indicators associated with the formulation and review of the plans, identification and prioritization of needs and measures necessary to address the provision of solid waste management through implementation, monitoring, evaluation and reporting sequences of outcomes associated with waste management plans and programmes.

designed to accomplish key service delivery objectives and statutory requirements related to waste management functions in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the community.

POST 3 **1 X MANAGER**
SECTION: **SUPPLY CHAIN MANAGEMENT**
DIRECTORATE: **BUDGET & TREASURY**
TASK GRADE: **15**

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

MINIMUM QUALIFICATION AND EXPERIENCE: BCom 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 dated 15 June 2007 for Head of SCM. At least 5 years applicable municipal experience in Supply Chain Management functions at least an Account Level with at least 2 years Managerial experience.

COMPETENCE/SKILLS REQUIRED: Thorough knowledge of MS Excel. Computer literacy. Ability to work under pressure and meet deadlines. Valid driver's license. MUNSOFT experience will be an added advantage, please specify system experience.

KEY PERFORMANCE AREAS: Manages 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, maintain and constantly reviewing service level agreements within departments. Developing and maintaining constantly reviewing service level agreements within departments. Developing and maintaining of good customer and supplier relationships to accomplish immediate, short- and longer-term service delivery objectives as encapsulated in the Municipality's IDP and relevant legislation guiding SCM e.g. PPFA, MFMA; Promotion of Access to Information Act, SCM Act / Regulations, SIDB, Competitions Act, BBBEE, etc. Promoting, developing, monitoring, directing and controlling all aspects of SCM 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 4 **1 X MANAGER: DISTRIBUTION**
SECTION; **ELECTRICITY DEPARTMENT**
DIRECTORATE: **ENGINEERING & INFRASTRUCTURAL SERVICES**
TASK GRADE: **15**

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

MINIMUM QUALIFICATION AND EXPERIENCE: National Diploma / S4 in Electrical Engineering or National Technical Certificate (NTC4), 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, Code B driver's licence.

KEY PERFORMANCE AREAS: Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with Distribution of Electricity, maintenance of distribution systems, Line construction, and High Mast and Street Light maintenance, controlling

interventions and actions and executing corrective measures to address deviations in order to ensure functions and activities are aligned and coordinated towards the accomplishment of key service. Identifies with the immediate, short- and long-term objectives/ plans in respect of maintaining synergy between the outputs of the Electricity Distribution Section and associated organizational functions delivery objectives. Directs and controls outcomes associated with utilization, productivity, and performance of personnel within the Electricity Services Section. Prepares capital and operating estimates and controls expenditure against the approved budget allocations.

POST 5 **1 X TOWN PLANNER**

SECTION: **SPATIAL PLANNING**

DIRECTORATE: **LOCAL ECONOMIC DEVELOPMENT & PLANNING**

TASK GRADE: **14**

SALARY SCALE: **R 478 613 per annum (plus normal council benefits)**

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus recognised Degree / Diploma in Town & Regional Planning or equivalent NQF 7 qualification, Must Be Registered with SACPLAN as a Professional Planner, or eligible to be registered Three (3) years' work experience in spatial planning & land use management.

COMPETENCE/SKILLS REQUIRED: Code B Driving License, High Level of Computer Competency with Proficiency in Ms Office (Excel, Word, PowerPoint), Good Knowledge of Local Government Legislation & Statutory Provisions, Experience in Field of Land, Use Management & Development Facilitation, Ethical Behaviour, Analysis Skills with Good Organisational Skills, Public Relation & Administration Ability

KEY PERFORMANCE AREAS: Evaluation of building plans for compliance in relation to zoning & land use regulations, Assessment of land use & development applications to verify compliance in terms of SPLUMA & any other applicable legislation, write reports & make recommendations to the authorised official or municipal planning tribunal on development applications, provide support to the internal departments & government sector departments on planning related queries, provide input in the drafting of policies, guidelines with respect to town planning & land use management, provide administration & information dissemination for the department & attend to consultation meetings or community engagements that may impact planning.

POST 6 **1 X HUMAN RESOURCES PRACTITIONER**

SECTION: **RECRUITMENT & SELECTION**

DEPARTMENT: **HUMAN RESOURCES MANAGEMENT**

DIRECTORATE: **CORPORATE & SHARED SERVICES**

TASK GRADE: **11**

SALARY SCALE: **R 319 810 per annum (plus normal council benefits)**

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus National Diploma in Human Resources Management Or N6 certificate plus 2 – 3 years' experience in local government and in recruitment and selection field, knowledge of PAYDAY System will be added advantage, knowledge of Labour Relations Act, Employment Act and Basic Conditions of Employment Act.

COMPETENCE/SKILLS REQUIRED: report writing skills, attention to detail, maintain confidentiality, computer literacy, communication, interpersonal people's skills and ability to work under pressure.

KEY PERFORMANCE AREAS: To be responsible for the recruitment of permanent & contract employees by performing searches for qualified job candidates, using sources such as computer databases, networking, internet recruiting resources, media advertisements & employee referrals. Preparing of and receiving the application forms from the candidates for advertised positions, screening applications by checking their qualifications, experience & conducting reference checks by conforming work history with previous employers, to create a shortlist of applicants to be interviewed. Contacting all shortlisted candidates for interview invitation, attend & participate in the interview process, preparing motivation,

appointment & regret letters for candidates, ensure appointed employees signed all the documentation, prepare recruitment plan, prepare report on recruitment and selection to employment equity & corporate services directorate, capturing of employees on PAY DAY System, attend day to day enquiries relating to HR policies, knowledge of MUNSOFT, submit quarterly reports on STATS SA, prepare and submit employment equity reports and report to Do, implement existing recruitment plan to reduce high vacancy & submit monthly & quarterly progress to relevant portfolio committees and perform any other duties that may be assigned by my supervisor.

POST 7 1 X AGRICULTURAL AND RURAL DEVELOPMENT OFFICER

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

TASK GRADE: 10

SALARY SCALE: R 270 897 per annum (plus normal council benefits)

MINIMUM QUALIFICATIONS AND EXPERIENCE: Grade 12 certificate, a recognized relevant NQF Level 6 qualification /Degree / Diploma in Agriculture/Agricultural Economics /Economics or equivalent; at least 3 years of relevant experience. Knowledge of Local Economic Development, Planning and Local government sector processes

COMPETENCE/SKILLS REQUIRED: Valid Code EB Driver's License. High level of Computer competency (Excel, Word, Power point). Good knowledge of Local government legations & statutory provisions. Excellent communications skills, excellent report writing and presentations skills. Attention to detail.

KEY PERFORMANCE AREAS: Identify and define the immediate, short-and long-term objectives / plans and controls associated with Agricultural and Rural Development in the Municipality. Plan, Coordinate and evaluate all Agricultural and Rural Development activities in the Municipal Jurisdiction. Facilitating the development and implementation of an Agricultural and Rural Development and Support Programme and assisting rural business owners to become registered business entities. Evaluate and comment on the applicability of specific key performance indicators and measures against outcomes detailed in the Municipality's Business and Strategic Plans (IDP). Present conceptual frameworks of current and future intervention necessary to achieve acceptable levels and standards of services delivery to the line manager for consideration and inclusion to the directorate's short /long-term performance and service delivery plans. Identify feasibility of farms and liaison with potential farmers and other relevant stakeholders to promote their sustainability while promoting food security in Makana. Implements communication strategies with extra and interdepartmental management staff and external stakeholders. Supporting attraction and retention of alternative agricultural investment and perform any duties asked by the supervisor.

POST 8 1 X BUILDING CONTROL OFFICER

SECTION: PLANNING AND USE LAND USE

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & PLANNING

TASK GRADE: 12

SALARY SCALE: R 377 561 per annum (plus normal council benefits)

MINIMUM QUALIFICATIONS AND EXPERIENCE: Degree/Diploma in Structural Engineering, Construction management, Quantity Surveying or equivalent NQF level qualification. 4 years relevant Experience.

COMPETENCE/SKILLS REQUIRED: Code B Driving License. High level of computer literacy (Office applications), good planning and organizing skills, Attention to detail. Ability to work with members of the public, good communication skills (Written and verbal), Sound knowledge of building regulations, policies and procedures, sound report writing and presentation skills, Ability to work in a highly pressurised environment, Good supervisory skills,

KEY PERFORMANCE AREAS: Manages and provides advice/information and guidance on the principles, procedures and applications associated with Building Control. Manages the key performance areas and result indicators associated with the Building Control. Implements communication strategies with intra and inter departmental staff and external stakeholders. Verify that procedures and systems are in place to ensure optimum service delivery development, applications and review norms and standards and evaluation of technical and technological

changes and developments relating to and impacting on building control and outdoor advertisements. Communicating and establishing critical requirements associated with specific building structural designs and relevant zoning approvals. Controlling and / or approving outcomes associated with the assembly/preparation of base information and plans for building design forms and guiding the formulation and concept plans for average complexity forms of building structures, including by-laws pertaining to outdoor advertisements. Communicating with builders / consultants. Preparing proposals, visiting specific worksites, and conducting special/specific inspections. Discussing and/or investigating workplace accidents/incidents. Issuing compliance notices. Managing the operational activities of the professional, technical, and administrative personnel. Evaluating property and matters relating to building controls and building development and implementing Council's Development Policy. Planning, coordinating, and integrating activities to enhance the building control functions in the Municipality. Perform any duties asked by the supervisor.

POST 9: 1 X CLERK: SCM

SECTION: CONTRACTS, PERFORMANCE & RISK MANAGEMENT

DIRECTORATE: BUDGET & TREASURY OFFICE

TASK GRADE: 06

SALARYSCALE: R156 994 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Appropriate level of secondary qualification - NOF Level 4. Six (6) months of relevant working experience.

COMPETENCE/SKILLS REQUIRED: Computer Literacy.

KEY PERFORMANCE AREAS: Provide support to the Senior Clerk: Contracts, Performance & Risk Management in the Supply Chain Management Section associated with verifying information on the National Treasury Supplier Database (CSD) and Municipal Supplier Database. Updating SCM records and registers, processing requisitions from departments, and attends to specific clerical activities and making available routine information pertaining to scheduled activities of the Supply Chain Management Section.

POST 10 2 X FIRE FIGHTER (RIEBEECK EAST)

SECTION: FIRE

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 7

SALARY SCALE: R 189 804 per annum (plus normal council benefits)

MINIMUM QUALIFICATIONS AND EXPERIENCE: Grade 12, Experience in the Fire Services environment will be an added advantage.

COMPETENCE/SKILLS REQUIRED: Code EC1 Driving License, minimum first Aid level 3 Certificate (Valid), Must be between the ages of 18 to 30. Must be to speak atleast two languages, communication skills, able to work under pressure, basic command and control skills, must be medically and physically fit (Pass practical and medical entry test), Must be in good health, must be to work strenuous conditions. Must be able to respond to crises situations with determination in order to mitigate events as quickly as negative effects of the occurrence.

KEY PERFORMANCE AREAS: Responsible for the fighting of fires to ensure the safety of the environment. Responsible for the executing of fire prevention to ensure the prevention of fires causing extreme damage. Rendering a rescue service to rescue people in danger. Handling of hazardous material incidents. Rendering of emergency medical services to stabilise injured persons. Rendering an urban search and rescue service to rescue people in distress situations. Responsible for water delivery where needed. Responsible for manning of the control room. Execution of routine daily tasks as delegated by senior fire fighter, responsible for maintenance of station, vehicle, and equipment to ensure that work environment is always clean, ready, and neat. Perform any other related duties as instructed by the supervisor.

POST 11 4 X FINANCIAL MANAGEMENT INTERNS

SECTION: FINANCE

DIRECTORATE: BUDGET & TREASURY OFFICE

SALARY SCALE: R 100 000 per annum (no benefits, 24 months contract)

MINIMUM QUALIFICATIONS AND EXPERIENCE: Grade 12 National Diploma or Degree (Minimum 3 years qualification) in Accounting, Auditing, Supply Chain Management, Municipal Finance and Economics

COMPETENCE/SKILLS REQUIRED: Communicate in at least 2 of the three-official language of Makana (English, Afrikaans or Xhosa), Computer literacy, accuracy attention to detail, applicable and regulatory framework, Municipal Financial Management Act, National Treasury.

KEY PERFORMANCE AREAS: Implementation of GRAP and Budget reforms, Financial and Performance reporting. Change risks and project risk and project management. Expenditure and Revenue Management. Implementation of MFMA. Asset Management development of financial policies

POST 12 1 X INTERNAL AUDIT INTERN

SECTION: INTERNAL AUDIT UNIT

DIRECTORATE: MUNICIPAL MANAGERS OFFICE

SALARY SCALE: R 100 000 per annum (no benefits, 24 months contract)

MINIMUM QUALIFICATIONS AND EXPERIENCE: Grade 12 plus Completed National Diploma or Degree (Minimum of 3-year qualification) in Internal Audit; or Accounting and Auditing as major subjects.

COMPETENCE/SKILLS REQUIRED: Computer literacy will introduced to audit software, Communicate in at least 2 of the three official language of Makana (English, Afrikaans or Xhosa), Accuracy, attention to detail, Applicable legislative and regulatory framework, Municipal Financial Management Act, National Treasury, Internal Audit framework, Public service Ant-corruption strategy, king IV, International professional practice framework, code of ethics, institute of internal Auditors, Public risk management framework, government accounting standards (GRAP) Framework for managing programme performance information.

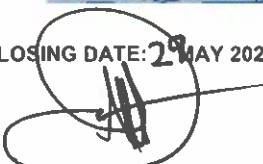
KEY PERFORMANCE AREAS: Provide independent assurance that an organization's risk management, government and internal control process are operating effectively. Perform risk assessment and Audit identifies environmental, operational and compliance risks and Auditing for the Municipality, evaluating an organisation's management of risk As per approved internal audit plan by the institute of Internal Audit.

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 Office on 046 603 6046 / recruitment@makana.gov.za

CLOSING DATE: 29 MAY 2024



MR. P. M. KATE: MUNICIPAL MANAGER