



**Incorporating Makhanda, Aliceedale, Riebeeck East & surrounding rural areas**

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position based in Makhanda Aliceedale & 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: LEGAL SERVICES

**DIRECTORATE:** OFFICE OF THE MUNICIPAL MANAGER

**TASK GRADE:** 15

**SALARY SCALE:** R523 516 per annum (plus normal council benefits)

**MINIMUM QUALIFICATION AND EXPERIENCE:** LLB Degree – NQF Level 7. Admission as an Admitted Attorney/ Advocate. 5 years relevant experience.

**COMPETENCE/SKILLS REQUIRED:** Computer Literacy – Office applications.

**KEY PERFORMANCE AREAS:** Plan and manage the key performance areas of the Legal Service functionality through the provision of a legal service to the municipality on all legal matters, estates matters, mitigating legal risks in line with relevant legislations, regulations, guidelines, policies and procedures, legal advice on pro-active and re-active basis by applying knowledge of relevant legislation, statutes, ordinances, and by-laws, common law and case law; providing practical recommendation and solutions; examining and reviewing current legal strategies to address awareness and relationships; coordinating and implementing legal interventions and initiatives; providing advice and guidance on the development of effective, professional and sustainable legal approaches and conducting research on legal case studies and legal precedents to manage legal implications and risks for the municipality.

**POST 2:** 1 X MANAGER PMU (Re-Advertisement)

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

**SECTION:** PROJECT MANAGEMENT UNIT (PMU)

**DIRECTORATE:** ENGINEERING & INFRASTRUCTURAL SERVICES

**TASK GRADE:** 17

**SALARY SCALE:** R712 579 per annum per annum (plus normal council)

**MINIMUM QUALIFICATION AND EXPERIENCE:** Grade 12 plus a recognized National Diploma / B. Tech in Built Environment • Minimum of 5 years appropriate experience in managing multi-disciplinary projects • Competency in Project Management and an extensive experience in civil engineering and building projects. Advanced computer literacy. Knowledge of MIG administration. A valid driver's license.

**COMPETENCE/SKILLS REQUIRED:** The Incumbent must have knowledge in Municipal Finance Management Act (MFMA), Supply Chain Management at Municipal Level, and other related legislation. Sound understanding of the Municipal Environment, Integrated Development Plan (IDP), Services Delivery Budget and Implementation Plan (SDBIP), Budgeting processes and alignment thereof. Ability to provide the necessary managerial skills and anchor the entire PMU for the success and performance of municipal projects and grant expenditure.

**KEY PERFORMANCE AREAS:** The overall management of the PMU to ensure that Municipal projects are implemented within the specific legislative framework, timeframes, quality and specifications as required by the Municipality within its IDP • To maintain administration, financial control and reporting systems • Manage all Municipal Infrastructure Grant projects performance and other capital projects that the Municipality is implementing • Manage all PMU staff including performance management • To assist the infrastructure department with its IDP process, planning of all projects, budget allocation as well as finding and preparation of business plans, registering of projects on MIG/MIS, technical reports and feasibility studies • Liaise with all stakeholders and funding organizations • To manage all consultants and contractors as well as support staff from other organizations responsible for projects implementation within the Municipality • Assist in contract administration of all projects including quality assurance, risk management, approval of professional fee claims and contractor's certificates • Prepare and disseminate monthly progress reports to the Director, Sector Departments and other stakeholders.

**POST 3:** 1 X INTERNAL AUDITOR

**SECTION:** INTERNAL AUDIT

**DIRECTORATE:** OFFICE OF THE MUNICIPAL MANAGER

**TASK GRADE:** 12

**SALARY SCALE:** R358 218 per annum (plus normal council benefits)

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric plus B. Com degree with Accounting / Diploma in Internal Auditing (NQF Level 7) and be registered as a member of the Institute of Internal Auditors. Two (2) years relevant experience.

**COMPETENCE/SKILLS REQUIRED:** Knowledge, understanding and application of financial auditing processes. Be physically fit and able bodied to carry heavy files.

**KEY PERFORMANCE AREAS:** Identifies environmental, strategic, operational and compliance risks and auditing for the Municipality by receiving instructions / details from the Senior Internal Auditor in respect of conducting preliminary audit investigations, including identifying activities within the Auditee's environment, internal control and accounting / financial system analysis, inherent and control risks associated with the audit, and formulating a conclusion in respect of the preliminary investigation. Reviewing financial statements to provide credibility to the financial affairs of the Municipality through analysing financial statements to ascertain compliance with relevant legislative prescripts and standards encompassed in the Municipal Finance Management Act (MFMA). Observing and detecting findings through audit tests performed and determining or assisting in listing the causes of and reason/s for problems / errors / deficiencies and reporting the resulting impact on the Internal Audit Unit's activities. Collating information from reports and documentation for audit assignments through retrieval / filing of audit related documentation. Reviewing working papers compiled during audits, determining accuracy, completeness, and compliance in terms of internal audit standards, preparing the draft audit reports, which includes major findings, causes, impact, and recommendations. Perform any other lawful duties as instructed by the Supervisor.

**POST 4:** 1 X PAYMASTER: SALARIES

**SECTION:** EXPENDITURE & ASSETS: PAYROLL

**DIRECTORATE:** BUDGET & TREASURY OFFICE

**TASK GRADE:** 10

**SALARY SCALE:** R257 018 per annum (plus normal council benefits)

**MINIMUM QUALIFICATION AND EXPERIENCE:** Book-keeping Certificate / Diploma NQF Level 6. Two (2) years' experience in expenditure management. Extensive knowledge of the PAYDAY payroll system with proven accounting skills

**COMPETENCE/SKILLS REQUIRED:** Computer Literacy – Office applications & payroll system used in the municipality.

**KEY PERFORMANCE AREAS:** Implements task / activities associated with processing and compilation of payroll / salary information by processing payroll parameters / fields on the system with regards to statutory deductions, rates of pay, transfers, etc. Capturing salary and wage information for employees / councillors against specific control votes and inserting required information with respect to benefits to activate deduction sequences. Preparing and extracting payroll report and proceeding with the printing of payslips upon approval. Attending to the payment of salary / allowances, sending of payment notification / advice to third parties. Addressing queries related to deductions and allowances and provides explanations to calculations / adjustments based on information pertaining to benefit administration fund rules. Implements specific administrative / accounting sequences

associated with the provision and updating of transactional information by extracting reports detailing allowances, overtime and stand by payments and submitting to the accountant for perusal and circulation. Activating and processing journal entries to reflect specific adjustments to salary and benefit accounts upon approval. Maintaining registers detailing returns submitted to benefit schemes, official and statutory bodies inserting information from supporting documentation / statements reflecting receipt of payment. Performs specific activities associated with communications and providing support to line functions by communicating with the accountant on work processes and problems. Communicating with general staff and councillors on salaries queries and explanations.

**POST 5:** 1 X GRADER OPERATOR

**DIRECTORATE:** ROADS & STORMWATER

**TASK GRADE:** 06

**SALARY SCALE:** R148 950 per annum (plus normal council benefits)

**MINIMUM QUALIFICATION AND EXPERIENCE:** Appropriate level of Primary Education – NQF level 2. Certificate of competency in the operation of grader / heavy duty plant. Six (6) months experience on operating the grader or heavy-duty machinery.

**COMPETENCE/SKILLS REQUIRED:** Code EC / 10 driving licence or more. Good communication skills. Be willing to work under pressure and abnormal hours where there is a need. Leadership skills

**KEY PERFORMANCE AREAS:** Receiving instructions and or details of task / requirements from the immediate supervisor. Inspecting safety devices, controls, lubricant levels etc on grader and verbally reports defects to the immediate supervisor. Operating the grader for grading, re-gravelling of roads etc. washing and cleaning grader, removing. Attending to the basic removal replacement of defective parts.

**NOTE:** All applications must be made on the Official Application form that can be downloaded on our website [www.makana.gov.za](http://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](mailto:recruitment@makana.gov.za)

**CLOSING DATE:** 07 JULY 2023

  
**MR. P. M. KATE: MUNICIPAL MANAGER**

1. The first part of the document is a list of the names of the members of the committee.