

**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 REVENUE**

**SECTION:                REVENUE**

**DIRECTORATE:        BUDGET & TREASURY**

**TASK GRADE:         15**

**SALARY SCALE:    R 576 616 per annum (plus normal council benefits)**

**MINIMUM QUALIFICATION AND EXPERIENCE:** B. Com Degree/ B. Tech with Accounting as major – (NQF Level 7) completed Minimum Competency Certificate or Diploma in Accounting (NQF 6). 6 – 12 Years experience in Revenue Management, middle management level within the Local Government Sphere (NQF 6), 6 – 9 Years experience in Revenue Management, middle management level within the Local Government Sphere (NQF 7).

**COMPETENCE/SKILLS REQUIRED:** Advanced computer skills. Strong management experience, Communication and interpersonal skills, A Valid Drivers Licence, Knowledge of the Local Government Financial system will an added advantage.

**KEY PERFORMANCE AREAS:** Identifies and defines the immediate, short – and – long – term objective/plans associated with Revenue functionality, Directs, manages and controls the key performance indicators and outcomes of personnel with the division, Manages the Revenue division comprising consolidated billing, customer care payment, debt management and rates, Controls all accounting and administration functions relating to the department, Ensuring customer accounts for service rendered are processed and delivered monthly and income therefore collected, Ensuring balancing of control accounts and reconciliation of suspense accounts, Prepare estimate of Capital and Income and Expenditure, Assist the CFO with the operations of the Finance Directorate, Attend legal matter, Council, Standing Committee and Departmental meeting, Improve collection rate of the Municipality, Ensure that tariffs are properly set to cover of running the service

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

**POST 2                    1 X MANAGER CLEANSING**

**SECTION:                CLEANSING**

**DIRECTORATE:        PUBLIC SAFETY & COMMUNITY SERVICES**

**TASK GRADE:         15**

**SALARY SCALE:    R 576 616 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.

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

**POST 3**                      **1 X MANAGER SUPPLY CHAIN**

**SECTION:**                      **SUPPLY CHAIN MANAGEMENT**

**DIRECTORATE:**              **BUDGET & TREASURY**

**TASK GRADE:**              **15**

**SALARY SCALE:**              **R576 616 per annum (plus normal council benefits)**

**MINIMUM QUALIFICATION AND EXPERIENCE:** BCom or relevant three (3) year qualification with Financial Management (NQF level 7), Certificate in Municipal Management Program as prescribed by the National Treasury, Government Gazette No. 29967 dated 15 June 2015 for Head of SCM, At least 5 years' experience in Supply Chain Management functions at least an Accountant or Office 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, maintaining and 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.

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

**POST 4**                      **1 X MANAGER: DISTRIBUTION**

**SECTION:**                      **ELECTRICITY DEPARTMENT**

**DIRECTORATE:**              **ENGINEERING & INFRASTRUCTURAL SERVICES**

**TASK GRADE:**              **15**

**SALARY SCALE:** R576 616 per annum (plus normal council benefits)

**MINIMUM QUALIFICATION AND EXPERIENCE:** Grade 12, National Diploma or BTech in Electrical Engineering, At least 3 – 5 Years relevant management Experience in Municipal environmental and Multi-disciplinary electricity and renewable projects, Registration with ECSA or eligible for registration.

**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 SENIOR ACCOUNTANT AFS & GRAP COMPLIANCE

**SECTION:** BUDGETING AND REPORTING

**DIRECTORATE:** BUDGET & TREASURY

**TASK GRADE:** 13

**SALARY SCALE:** R 444 213 per annum (plus normal council benefits)

**MINIMUM QUALIFICATION AND EXPERIENCE:** B. Com Degree/ B. Tech with Accounting as major – (NQF Level 7) or 3-5 years' Experience in the financial environment within the Local Government sphere.

**DESIRED EXPERIENCE:** Implement implements and consequences associated with the recording adjustment and typing of the Municipality's Annual Financial Statement and Grap reports by: Compilation of reports to Standing Committee and Council, Government and National Treasury, and supporting internal directorates in complying with National Treasurer regulations requirements for the preparation of annual financial statements. Making available documentation to substantiate reasoning for specific actions/ to the Audit Committee/ Municipal Manager and/ or Auditor General. Reviewing financial statements to provide credibility to the financial affairs of the municipality through analysing financial statements to ascertain compliance with the relevant legislative prescripts and standard encompassed in the Municipal Finance Management Act (MFMA). Observing and detecting findings through Audits test performed and/ or viewing the findings observed by the Audit team, and the determining or assisting in listing the causes and reasons for problems/ errors/ deficiencies, including submissions to the Auditor General on queries raised and progress on action plans. Preparing reports providing a cost efficiency analysis of recovery cost against the need to exercise write off options to the Chief Financial Officer specific accounts that need to be included in the Annual Financial Statements. In order to ensure AFS processing and recording sequences are performed in accordance with audit guidelines and Grap

**COMPETENCE/SKILLS REQUIRED:** Knowledge of Local Government Accounting and Standards, Sound Public Finance Management knowledge (PFMA, GAAP, GRAP, Treasury Regulations), Strong conceptual and analytical skills, Attention to detail, Ability to work under pressure, Knowledge of financial system in use by the municipality, Knowledge of the Local Government Demarcations will be an added advantage.

**KEY PERFORMANCE AREAS:** Identifies with financial strategies and implements to achieve objectives and priorities associated with annual financial statements and GRAP compliance by: Conducting the preparation of Annual Financial Statements in terms of chapter 12 of the MFMA through proper allocation of expenditure in the General Ledger as per the Budget Votes, monitoring and compiling quarterly and annual financial statements. Preparing GRAP annual Financial Statements, Reporting monthly and quarterly and financial statement reports. Compiling quarterly annually and consolidated annual financial statements and coordinating submissions of response to Audit queries raised by the Office of the Audit General. Preparing and presenting annual financial reports details the status of the functionality for current and short interventions to sub-committees and strategic and management planning workshops and discussions groups. Guiding specific deadlines and financial statements reporting sequences associated with Audit and Legal compliance exercise, checking and verifying information/ records submitted satisfies the scope of requirements. Providing support/ advice all departments in the preparation of annual financial statements, monthly reports, statutory returns, accounting, accounting systems, preparation of reconciliations, etc. To ensure that all monthly reconciliation is received and submitted to the Audit file. Providing support on the implementation of policies and procedures that indicate reporting on Annual Financial Statements. Prepare and present reports detailing the status of debtor accounts and cash flow available to support planned medium to short term interventions to the Finance Committee and Management Committee or advising relevant Directorates in order to ensure accurate information is made available to support the annual financial statement planning and decision-making process.

**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 may be directed to The Human Resources Practitioner on 046 603 6110

**CLOSING DATE: 09 DECEMBER 2024**

A handwritten signature in black ink, consisting of a large, stylized 'P' followed by a series of vertical strokes and a horizontal line extending to the right.

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