



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 vacancy. The Makana Municipality is an equal opportunity and Affirmative Action Employer.

VACANCIES/ IMISEBENZI/BETREKKINGS
INTERNAL VACANCIES

POST 1: 1 X FOREMAN (ALICEDALE)
DIRECTORATE: ENGINEERING AND INFRASTRUCTURAL SERVICES
TASK GRADE: 8
SALARY SCALE: R135 528 – R175 931 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Must have Grade 12 qualification with 2 years relevant experience in waste water, storm water channels and sanitation / refuse or filling potholes. General knowledge in Municipal technical work and infrastructure will be an advantage. Must have code 8 driver's licence.

COMPETENCE/SKILLS REQUIRED: Be able to speak two official languages. Must have good communication skills. Must have Supervisory Skills and good interpersonal skills.

KEY PERFORMANCE AREAS: Monitor work performance and compliance with the code of conduct by subordinates. Compile monthly planning schedule of maintenance work in compliance with administrative officer. Responsible for refuse removal, sewage reticulation, water reticulation and purification, roads network monitoring. Monitor public open spaces, cemeteries, sports fields, street and sidewalks. Control and maintenance of vehicles. Stores and stock control. Overtime verification. Safety and security within the work environment. Perform in terms of the job description.

POST 2: 1 X GENERAL WORKER (WATER) (ALICEDALE)
DIRECTORATE: ENGINEERING AND INFRASTRUCTURAL SERVICES
TASK GRADE: 3
SALARY SCALE: R74 916 – R88 439 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Basic Education plus 1 year relevant experience.

COMPETENCE / SKILLS REQUIRED: Communication skills.

KEY PERFORMANCE AREAS: Plant Cleaner, painting, plant filter cleaner. Maintains site, workplace, housekeeping and servicing to prevent unsafe conditions or hazard. Paints and applies corrosion protection material to pipes, valves and fittings by using paint, oil and Denso tape to ensure that life span of plant is prolonged.

POST 3: 1 X GENERAL WORKER (REFUSE) (ALICEDALE)

DIRECTORATE: CLEANSING: COMMUNITY & PUBLIC SAFETY DIRECTORATE

TASK GRADE: 3

SALARY SCALE: R74 916 – R88 439 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Basic Education plus 1 year relevant experience.

COMPETENCE / SKILLS REQUIRED: Physically fit and healthy. Hard labour work.

KEY PERFORMANCE AREAS: Street cleaning, painting, collecting of refuse and parks cleaning. Perform any other functions related to this position.

POST 4: 1 X CASHIER

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 5

SALARY SCALE: R84 348 – R109 480 per annum (plus normal council benefits)


MINIMUM QUALIFICATION AND EXPERIENCE: Grade 12 with Accounting / Bookkeeping or Maths. 1-2 years' experience and sound knowledge of cash handling and having worked in that environment. Must be accurate with figures, must be able to speak at least 2 official languages that are prevalent in the province of the Eastern Cape.

COMPETENCE / SKILLS REQUIRED: Accuracy, attention to detail, bilingualism, computer skills, people skills and be able to meet deadlines.

KEY PERFORMANCE AREAS: Proper receipting of cash received from ratepayers. Processing of electricity purchases. Balancing of cash received on a daily basis and reporting any discrepancies detected to the Supervisor accordingly. Accounting for any shortages or surpluses in terms of the Cashiering Procedures and report them to the Supervisor accordingly. Preparing of daily Cash Book. Attending to any queries pertaining to the area of responsibility either from other officials of the Directorate, Internal or External Auditors. Receipting of Staff stop orders. Receipting of other institutions stop orders. Receipting of Bank, Cheque and Cash Book. Receipting of Whitesides. Perform any other functions as may be directed by the Supervisor.

NOTE: All applications must be made on the Official Application form accompanied by a comprehensive CV together with certified copies of qualifications and documentation. Same should be posted to the Administrator, Makana Municipality, P.O Box 176, Grahamstown, 6140 or Hand Delivered to 86 High Street, City Hall, Grahamstown 6140. Enquiries: Ms Zani Siqwede, HR Practitioner (E-Mail: nsiqwede@makana.gov.za).

CLOSING DATE: 19 NOVEMBER 2015

A handwritten signature in black ink, appearing to be 'MJ Meiring', is written over a horizontal line.

**MS MJ MEIRING
ACTING MUNICIPAL MANAGER**

