



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

EXTERNAL POSITIONS

POST 1: 1 X INSTITUTIONAL SOCIAL DEVELOPMENT OFFICER

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 10

SALARY SCALE: R171 805 per annum

**(3 YEAR FIXED CONTRACT, NO COUNCIL BENEFITS
ATTACHED TO THIS POSITION)**

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus three (3) year National Diploma / Bachelor's Degree in Social or Human Science. At least 3 years' experience in community based projects.

COMPETENCE / SKILLS REQUIRED: Microsoft Office packages proficiency. Minutes and Report writing. Technical aptitude and business acumen, excellent verbal and written communication skills, advanced negotiation skills, people and diversity innovation skills. Must possess a code 08 / B driver's license.

KEY PERFORMANCE AREAS: Render support to the Project Management Unit in administration and social facilitation tasks to ensure smooth running of the administration component within the unit. Perform secretarial functions for the Project Management Unit to ensure an effective and efficient administrative support service. Ensure appropriate communication and liaison with the community in respect of project planning and implementation to ensure buy-in and long term sustainability of the project. Connecting the communities affected by the project being implemented to support services. Developing and maintaining sound working relationship with community members. Enhancing relationship between local leaders and management to project communities. Promote local labour based outreach.

POST 2: 1 X CIVIL ENGINEERING TECHNICIAN
DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES
TASK GRADE: 12
SALARY SCALE: R 239 453 – R310 827 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus three (3) year National Diploma / Degree in Civil Engineering. At least three (3) years' relevant hands on project experience and vibrant municipal environment. EPWP Labour intensive Training. Understanding of the municipal infrastructure grant (MIG). Practical experience in planning and implementation of infrastructure projects. Understanding the local government service delivery imperatives. Minutes and Report writing. Knowledge of government Legislation and understanding of Local Government system is essential. Project management experience will be an added advantage.

COMPETENCE / SKILLS REQUIRED: Technical aptitude and business acumen. Excellent verbal and written communication skills. Advanced negotiation skills. People and diversity innovation skills. Computer literacy and possession of code 08 / EB driver's license.

KEY PERFORMANCE AREAS: Ensuring that all projects meet overall planning objectives and specific key performance indicators as determined by the MIG policy framework. The coordination of regular project progress meetings. Presentation of project progress to the relevant municipal project steering committees. Perform project management administration functions from project registration and evaluation through final project completion report. Ensure project compliance with all applicable legislation. Enhancing relationship between contractor and management to project communities. Ensuring quality control systems through construction supervision. Perform any other duties as required by the supervisor.

POST 3: 1 X SUPERINTENDENT CLEANING (ENVIRONMENTAL HEALTH & CLEANSING DEPARTMENT)
DIRECTORATE: COMMUNITY & PUBLIC SAFETY
TASK GRADE: 09
SALARY SCALE: R152 594 – R198 069 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus Diploma in Solid Waste Management or Qualified Environmental Health Practitioner. Must have at least five (5) years' experience in public cleansing services.

COMPETENCE/SKILLS REQUIRED: Must be able to speak, read and write isiXhosa and English. Must possess a code 08 driver's license and a good history of management skills. Good health, good communication skills. Immediate sound decision making is required and a history of diligent work is desirable. Computer literacy would be an added advantage.

KEY PERFORMANCE AREAS: Manage and control the Municipalities cleansing services (domestic refuse removals, special refuse removals, garden refuse removals, illegal dumping, street sweeping, public toilets, pest control and refuse site). Compile work schedules, reports and supervise all activities. Make sure all vehicles are in running order and check vehicles. Ensure that Landfill Site is properly compacted and covered with soil at regular intervals. Help with the compiling of the budget for the section. Perform any other relevant and lawful duties as may be required.

POST 4: 1 X MANAGER: REVENUE

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 15

SALARY SCALE: R349 948 – R454 256 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus a National Diploma in Financial Management with Accounting as a subject or an equivalent qualification. Six (6) years' relevant experience in the municipal environment. A Minimum Competency Certificate will serve as a strong recommendation or could be attained within a reasonable time. Advanced computer skills. The ability to work independently. Management and supervisory skills. Accuracy and attention to detail. A valid driver's licence.

COMPETENCE / SKILLS REQUIRED: Advanced computer skills. The ability to work independently and under pressure. Management and supervisory skills. Accuracy and attention to detail

KEY PERFORMANCE AREAS: Plan, coordinate and manage the activities of the Division associated with the delivery of revenue services to the Municipality. Analyse activities, information in terms of service delivery and needs of internal customers and other statistics and perform physical observation and inspections to identify trends and needs for new or revised services. Perform revenue-related activities to ensure the accurate recording of information regarding revenue management. Develop and ensure the implementation of the Credit Control Policy and that all debtor accounts are promptly rendered and outstanding monies collected in good time. Coordinate and control the various internal functions and activities to ensure timely and proper collection of all income due to Council. Ensure that all administrative matters,

correspondence and complex enquiries are attended to promptly. Compile financial statistical information/reports relating to income collection for municipal services to Management, Council and all relevant authorities. Develop and monitor systems, policies, procedures and processes relating to revenue, credit control and debt collection to ensure correct working operations and practices. Perform human resources and administrative activities relating to the Revenue Division.

NOTE: All applications must be made on the **Official Makana Municipality 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. Same should be posted to the Administrator, Makana Municipality, P.O Box 176, Grahamstown, 6140. **No late, faxed or emailed applications will be accepted.** Enquiries: Zani Siqwede, H.R. Practitioner (E-Mail: nsiqwede@makana.gov.za).

CLOSING DATE: 13 MAY 2016

A handwritten signature in dark ink, consisting of stylized initials 'MJ' followed by a long horizontal stroke and a small upward tick at the end.

MS MJ MEIRING: ACTING MUNICIPAL MANAGER