



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 positions based in Grahamstown. The Makana Municipality is an equal opportunity and Affirmative Action Employer.

VACANCIES/ IMISEBENZI/BETREKKINGS

EXTERNAL POSITIONS

POST 1: 1 X SYSTEMS ADMINISTRATOR
DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER
TASK GRADE: 12
SALARY SCALE: R253 820 – R329 476 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric / Grade 12. Degree or Three (3) years' National Diploma in Information Technology. MCITP. 2-3 years' system administration experience.

COMPETENCE/SKILLS REQUIRED: Excellent communication skills. Good decision making. Excellent technical skills.

KEY PERFORMANCE AREAS: Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project / operational requirements. Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary. Maintain data centre environmental and monitoring equipment. Perform regular security monitoring to identify any possible intrusions. Repair and recover from hardware or software failures. Coordinate and communicate with impacted departments / sections.

POST 2: 1 X SENIOR FOREMAN: WATER TREATMENT / BULK SERVICES

DIRECTORATE: ENGINEERING & INFRASTRUCTURE (WATER & SANITATION)

TASK GRADE: 11

SALARY SCALE: R214 997 – R279 086 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric/N3, NQFL3 in Water Treatment Works Certificate or Qualification with an Accredited Institution, Eligible to be registered as Class IV Process Controller as Per Regulation 2834, code B licences Minimum of (5) five years working experience in water works environment, experience as a controller is essential, minimum three (03) years' experience as a process controller of water or waste works.

COMPETENCE/SKILLS REQUIRED: Demonstrate due diligence in carrying out their duties ,have comprehensive diagnostic and analytical skills, be a strategic thinker , ability to take every precaution reasonable to avoid harm, having mechanisms in place to deal with non-compliance, obtain or eligible for registration as a IV process controller as per regulation 2834, good report writing and supervision skills , must be computer literate , Be flexible to work under pressure , be on standby and work overtime when required, Must be able to work with chemicals, Must be able to walk where vehicle access is not possible, climb ladders when required , Code 08 drivers licence.

KEY PERFORMANCE AREA: Supervision of the Water Treatment Plants assigned to the incumbent , Monitoring and facilitation of daily operations of the plants and report malfunctions, Daily update and accurate records of treatment process and prepare log books, Attend to maintenance work as per schedules and as may be required, Coordinates provision of material , tools and equipment for the subsection, ensures provision of good quality water as per approved standards , Coordinates Blue Drop compliance, Monitoring and Supervision of all activities per shift, Such other relevant compliance and lawful duties as may be required.

POST 3: 1 X CASHIER

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 05

SALARY SCALE: R89 408 – R116 049 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 12 with Accounting. 1-2 years' experience as a cashier

COMPETENCE / SKILLS REQUIRED: Accuracy. Attention to detail. Bilingualism. Computer Literate. People Skills

KEY PERFORMANCE AREAS: Receipt cash, bank guarantee cheques, postal orders and direct deposits. Receipt money received by other departments. Issue pre-paid electricity tokens. Balance pre-paid electricity sales and receipt money. Balance receipts with computer total. Complete deposit slips, secure and bank money.

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. Same should be posted to The HR Manager, Makana Municipality, P.O Box 176, Grahamstown, 6140. **No late / faxed / emailed applications will be accepted.** First preference will be given to internal and local municipal applicants who meet the inherent requirements of the job. Enquiries: Miss Zani Siqwede, H.R. Practitioner (E-Mail: nsiqwede@makana.gov.za).

CLOSING DATE: 10 FEBRUARY 2017

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

MS MJ MEIRING: ACTING MUNICIPAL MANAGER

