

Incorporating Grahamstown, Aliceedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position based in Makhandla 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: TOURISM, HERITAGE, SMME, TRADE & INVESTMENT

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & PLANNING

TASK GRADE: 16

SALARY SCALE: R589 432 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus NQF level 7 in Tourism Management, Business Management, Economics or equivalent qualification. Five (5) years' experience of which three (3) years is in the middle management in local government or any other institution as a manager, managing the development of SMME's, Tourism, Heritage, Trade & Investment.

COMPETENCE/SKILLS REQUIRED: Code B Driving License. A high level of Computer competency with proficiency in MS Office (Excel, Word, PowerPoint). Good knowledge of local government legislation & statutory provisions. Presentation, report writing, analytical and project management skills. Ethical behaviour. Analysis skills with good organisational skills, public relation & administrative ability.

KEY PERFORMANCE AREAS: Provide a strategic direction on tourism, heritage and SMME Development through appropriate and coherent policies, strategies and plans. Formulate strategies and plans to develop SMMEs and to monitor their progress. Develop appropriate policies and plans facilitate the benefit of local SMMEs from subcontract opportunities. Support new and emerging enterprises to access resources and markets. Develop and implement domestic international tourism marketing plan for Makana Municipality. Identify tourism, heritage and SMME Development project projects and incorporate in the IDP. Conceptualise catalytic projects aimed at promoting inclusive economic development. Develop funding proposals for catalytic projects aimed at promoting inclusive economic development. Develop funding proposals for catalytic projects in tourism, heritage and mining and submit to potential funding partners. Promote trade and investment by leveraging on the existing bilateral agreements in South Africa. Attend tourism trade shows and events to promote Makana area nationally and internationally. Coordinate and manage Community Work Programme. Promote and support initiatives that are aimed at boosting township economy.

POST 2: 1 X MANAGER HOUSING (Re-Advertisement)

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

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 15

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

MINIMUM QUALIFICATION AND EXPERIENCE: Degree / Diploma in the Built Environment. Registration as a Professional Construction Project Manager with the South African Council for the Project and Construction Management Professions, will be an added advantage. Seven (7) years experience in Human Settlement delivery. Three (3) years supervisory experience.

COMPETENCE/SKILLS REQUIRED: Code EB drivers license. Computer literacy and sound interpersonal skills.

KEY PERFORMANCE AREAS: Prepares plans and develops strategies, including defining goals to determine and present the sustainability of housing projects. Manages developmental and project management processes associated with the scoping, resourcing, implementation, monitoring and communication phases of housing projects. Controls the key performance areas and critical outputs of personnel within the Branch. Managing and planning projects in terms of the IDP and coordinates administrative and financial sequences for the Section. Performs administrative duties for project administration control. Interacts internally and externally disseminating technical and professional information with recommendations, solutions and alternatives on current housing projects and completed works.

POST 3: 1 X MANAGER (Re-Advertisement)

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

SECTION: BUDGET & REPORTING

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 15

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

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus BCom Degree with Accounting as Major (NQF Level 7). Honours, Advanced Certificate or CA(SA) would be an added advantage. Five (5) years experience in local government financial reporting and budget management or Matric plus National Diploma with Accounting as a Major (NQF Level 6), Seven (7) years experience in local government financial reporting and budget management will be considered.

COMPETENCE/SKILLS REQUIRED: Code B / 08 valid driver's license. Must have completed the Minimum Competency for Financial Officials as outlined in the Regulations on Minimum Competency.

KEY PERFORMANCE AREAS: Manages the key performance and result indicators associated with the budget & Reporting office through the implementation of laid down policies and procedures dictating financial reporting and recording requirements, providing input into larger term objective setting and financial planning sequences, directing and executing accounting procedures and processes associated with controlling Capital Accounting & Budget, Financial Accounting Control and Consolidated Municipal Accounting. Identifies and defines the short and medium term objectives and priorities of the Budget & Reporting office by analysing and aligning operating capacity and capabilities of the functionality to deliver against specific key performance areas. Studying capital and operating budget trends and forecasts received from internal directorates and, preparing estimates with due consideration to internal and external funding requirements and limitations. Evaluating and commenting on the strengths, weaknesses, opportunities and threats arising out of operational activities and deliverables in detailed financial reports submitted for perusal to the CFO and Executive Committee preparing and presenting reports detailing the status of expenditure and availability of funds for current and short term interventions to sub-committees and strategic meetings. Perform any other lawful duties as instructed by the Supervisor.

POST 4: 1 X MANAGER

SECTION: PARKS & RECREATION

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 15

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

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus B.Sc (Environmental) or B.Tech (Environmental) – NQF Level 7. Six (6) years of relevant working experience.

COMPETENCE/SKILLS REQUIRED: Code EB driving license

KEY PERFORMANCE AREAS: Manages the key performance areas and results indicators associated with the Parks and Recreation Section through the planning, monitoring and implementation of policies and procedures (operational and administration) for Horticulture, Sports and Recreation Programs, Commonages, Municipal Farms, Cemeteries, Parks, Sports Indoor Centres, Sports Facilities, investigation, analysis and interpretation of developmental requirements against the capacity and capability of the department to accomplish immediate, short and longer term Parks and Recreational Service delivery objectives associated with the IDP, department's annual budget including the procurement plan and SDBIP.

POST 5: 1 X MANAGER (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: 15

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

MINIMUM QUALIFICATION AND EXPERIENCE: B.Tech in Civil Engineering or Post Graduate qualification in Project Management. Pr. Eng, Pr. Tech, Pr CPM – NQF 7. *Professional Registration with ECSA is a pre-requisite for this position. Six (6) years in the Civil Engineering Environment. Three (3) years of supervisory experience. Relevant experience within the Municipal environment will be an added advantage.

COMPETENCE/SKILLS REQUIRED: Code EB Driving license

KEY PERFORMANCE AREAS: Identifies and defines the immediate and short term objectives / plans associated with projects and contracts. Manages and controls outcomes associated with utilization productivity and performance of personnel within the section. Manages the formulation of specific contracts and tender documents and controls contractual obligations. Controls the professional, technical and operational outcomes associated with projects / contracts. Disseminates functional and operational information on the immediate and short term objectives and current projects, problems and constraints. Perform any other lawful duties as instructed by the Superior.

POST 6: 1 X TOWN PLANNER

SECTION: SPATIAL PLANNING & LAND USE MANAGEMENT

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & PLANNING

TASK GRADE: 14

SALARY SCALE: R454 092 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus a recognised degree / diploma in Town & Regional Planning or equivalent NQF 7 qualification. Must be registered with SACPLAN as a Professional Planner. Three (3) years work experience in spatial planning & land use management.

COMPETENCE/SKILLS REQUIRED: Code B driving license. A high level of computer competency with proficiency in MS Office (Excel, Word, PowerPoint). Good knowledge of local government legislation & statutory provisions. Experience in field of land use management & development facilitation. Ethical behaviour. Analysis skills with good organisational skills, public relation & administrative ability.

KEY PERFORMANCE AREAS: Evaluation of building plans for compliance in relation to zoning & land use regulations. Assessment of land use & development applications to verify compliance in terms of SPLUMA & any other applicable legislation. Write reports & make recommendations to the Authorised Official or Municipal Planning Tribunal on development applications. Provide support to the internal departments & government sector departments on planning related queries. Provide input in the drafting of policies, guidelines with respect to town planning & land use management. Provide administrative & information dissemination for the department.

POST 7: 1 X TECHNICAL ASSISTANT
DEPARTMENT: ELECTRICITY
DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES
TASK GRADE: 11
SALARY SCALE: R303 425 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: National Diploma or a Qualified trade tested electrical artisan with minimum qualification in Draughting and / or AutoCAD. Minimum of two (2) years' experience in electricity distribution network of up to 66KV.

COMPETENCE/SKILLS REQUIRED: Code B driving licence. Ability to interpret electrical drawing design and relative experience in all level of electricity metering.

KEY PERFORMANCE AREAS: Subject to the direction of the Technical officer, draw technical plans or diagrams as directed. Attend to the keeping and maintenance of plans, technical drawings, technical records and surveys. Track and record on a GIS and / or appropriate maps and plans all distribution systems and installations and all changes. Program, install and manage bulk customer metering.

POST 8: 1 X LAND & ESTATE OFFICER
DEPARTMENT: PROPERTY & ESTATES
DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & PLANNING
TASK GRADE: 11
SALARY SCALE: R303 425 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus B. Degree in Property Management or equivalent tertiary qualification. Two (2) years' work experience in a municipal property management environment or 3 years in the private property sector management environment. Preference will be given to candidates with experience in a municipal property management environment.

COMPETENCE/SKILLS REQUIRED: Valid Driver's License. Computer literacy. Ability to speak two of the official languages in Makana. Interpersonal communication, presentation and customer services.

KEY PERFORMANCE AREAS: Ensure legal compliance with municipal property related transactions inclusive of leases, land disposals and land acquisitions. Draft land sale agreements. Liaise with lawyers on transfer of land. Preparation of reports. Managing and controlling lease register. Liaise with sector departments on land claims. Develop plans and frameworks for land disposal and acquisition. Coordination & maintenance of plans with infrastructure department and health and safety department.

POST 8: 2 X IT TECHNICIAN
SECTION: MUNICIPAL MANAGER
DIRECTORATE: IT DEPARTMENT

TASK GRADE: 10

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

MINIMUM QUALIFICATION AND EXPERIENCE: Completed Matric / Grade 12 or equivalent. A+ and N+ Certificate OR National Diploma in Information Technology or Simila Qualification (NQF Level 6).

KEY PERFORMANCE AREAS: Coordinates specific sequences associated troubleshooting and problem solving application problems and installs new software and/or hardware by: Communicating with the immediate supervisor on aspects pertaining to end user computing and/or equipment / application requirements. Diagnosing specific software related problems, interacting with supervisor on applicability of suggested solutions. Installing / configuring set-up commands, testing and solving of logs and conducting analysis and evaluation on the functionality of application software. Maintaining data directories and controlling the distribution and retention of data on various storage devices. Performing upgrades and repairs to components and IT hardware peripheral devices computer edsktops, laptop, printers, Smartphones etc.

POST 9: 2 X FIRE FIGHTER

SECTION: RIEBEEK EAST

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 07

SALARY SCALE: R180 079 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 12. Minimum First Aid Level 3 Certificate (Valid). Must be between ages of 18 to 30 year of age. Experience in the Fire Services environment will be an added advantage. Pass two entry tests (Practical and a Medical test) to prove physical and medical fitness.

COMPETENCE/SKILLS REQUIRED: Code EC1 drivers license. Communication skills. Ability to work under pressure. Basic command and control skills. Bilingualism. Ability to handle stress. To be able to respond to crises situations with determination in order to mitigate events as quickly as negative effects of the occurrence.

KEY PERFORMANCE AREAS: Responsible for the fighting of fires to ensure the safety of the environment. Responsible for the executing of fire prevention to ensure the prevention of fires causing extreme damage. Rendering a rescue service to rescue people in danger. Handling of Hazardous material incidents. Responsible for water delivery where needed. Responsible for manning of the control room. Execution of routine daily tasks as delegated by Senior fire fighter. Perform any other related duties as instructed by the Supervisor.

POST 10: 1 X SECRETARY to the CFO

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 07

SALARY SCALE: R180 079 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric. Secretarial / Public Administration Diploma – NQF Level 6. Two (2) years of relevant experience.

COMPETENCE/SKILLS REQUIRED: Computer Literacy

KEY PERFORMANCE AREAS: Provides administration and correspondence support for the CFO and attends to specific office support / clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents / correspondence. Communicating with visitors, officials, sourcing and making available routine financial information pertaining to scheduled activities.

POST 11: 1 X SHIFTMAN / PUMP STATION OPERATOR

SECTION: WATER

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 06

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

MINIMUM QUALIFICATION AND EXPERIENCE: Water Process Controller NQF 2, Water Treatment N1 or 5 years working on water and sanitation projects or any other relevant qualification. Three (3) years experience.

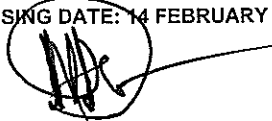
COMPETENCE/SKILLS REQUIRED: Good report writing skills. Must be on standby to work overtime. Must be prepared to work in any of Makana Municipality treatment plants. Must be able to work with chemicals, perform & analyzing test (Jar Test). Computer literacy will be added advantage. Code 08 driver's license will be an added advantage.

KEY PERFORMANCE AREAS: Backwash filters, opening & closing valves, dislodge. Controls water treatment process. Monitor water quality. Perform & analyzing of test. Take meter readings. Record & capture data. Supervise pump stations.

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. 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.

NO EMAILED / LATE / FAXED APPLICATIONS WILL BE ACCEPTED. Enquiries maybe directed to The Human Resources Practitioner on 046 603 6110 / recruitment@makana.gov.za

CLOSING DATE: 14 FEBRUARY 2023



MR. P. M. KATE: MUNICIPAL MANAGER