

Incorporating Makhanda, Alicedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position based in Makhanda Alicedale & 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 IT SYSTEMS ADMINISTRATOR**

SECTION: **ICT DEPARTMENT**

DIRECTORATE: **OFFICE OF THE MUNICIPAL MANAGER**

TASK GRADE: **12**

SALARY SCALE: **R394 552 (plus normal council benefits)**

MINIMUM QUALIFICATIONS AND EXPERIENCE: Matric Certificate, Diploma in Information Technology/ similar or the following certifications: CompTIA Network+, CompTIA A+, Microsoft Certified Solutions Associate, Certified Secure user, Microsoft certified professional, at least a minimum of 5 Years experience in a Systems Administrator Role.

SKILLS AND COMPETENCIES: Desktop Support; Experience with Server installations, configurations and support; End User Support; Network and Wifi installations and management; Microsoft Server OS and Domain Controller institutions, configurations and Management; Linux OS experience (advantageous); Management and installation of ERP Systems; Microsoft 365 administration and Management; Hosted Exchange Management; Mimecast, Antivirus Software and/ or digital security management; Network Management and experience; Cloud Computing; Hardware and software; Ubiquiti network management; Network switch installations and management; Office automation equipment management and support; Analytical and good problem solver; Time management; Proactive and takes initiative in managing IT Technical issues and provide innovative solutions; Providing support to the Executive Political, administration leadership, Senior Management Team and Council; Operate under and sometimes outside working hours; Report writing and good communication; Be able to work in a team and sometimes alone with no supervision.

KEY PERFORMANCE AREAS: Communicating with the immediate supervisor on aspects pertaining to end user computing and/ or equipment/ application requirements; Diagnosing specific software related problems, interacting with vendors/consultant on corrective measures/ 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 dictionaries/ directories and controlling the distribution and retention of data on various storage devices; Performing upgrades and repairs to components/ peripheral devices; Setting up, installing and testing new units prior to handover and monitoring functionality in the live environment; Providing support on both Network Hardware (routers, switches, radios, servers (Physical and Virtual), Software (Microsoft Windows Server OS, Microsoft Windows OS and Office Suite; Linux) and Municipal Systems (Payroll System, Finance System, Traffic

POST 2 **1 X SENIOR ADMIN OFFICER - HR**

SECTION: **HUMAN RESOURCES**

DIRECTORATE: **CORPORATE & SHARED SERVICES**

TASK GRADE: **11**

SALARY SCALE: R334 201 (plus normal council benefits)

MINIMUM QUALIFICATIONS AND EXPERIENCE: Matric with exposure of at least seven (7) years OR National Diploma in Human Resources Management with exposure of at least three (3) years experience in a Municipal environment dealing with leave management, controlling of attendance registers, employee benefits i.e Medical Aid, Provident Fund

SKILL AND COMPETENCIES: Knowledge on PAYDAY System will be an added advantage.

KEY PERFORMANCE AREAS: **Retirement:** Process retirements by ensuring that the following procedure are undertaken to ensure that these are processed correctly as prescribed; Ensure that employee completes and signs the Notification of Retirement Forms, and assist the employee, if necessary, to complete certain sections of the forms (while ensuring that the employee attaches a copy of his/her ID document, banking details, marriage certificate, and any other documents that might be required to validate personal details and record) – thereby enabling successful processing. Notifies employees regarding the pension withdrawal amount after liaising with the relevant Pension Fund and obtaining the appropriated data, so that this information can be presented back to the employee and used to facilitate further related decision making; Explain all the rules of the Pension Fund to the employee in the instance where they choose to join the Pension Fund or remain with the pension fund, so that they are adequately informed; Notifying the Pension Fund immediately of any impending retirement by ensuring that applicable forms are completed in the manner required and signed appropriately, so that processing can occur. **UIF Registration/ Claim All Retired/ Expired Contract Workers etc:** Completes all information relating to monthly UIF returns by extracting this data from computer printouts and submitting these in order to return to finance for further action. **Medical Boarding:** Engages in the following activities to ensure that all medical boarding is processed in the manner required; Liases with the relevant HOD/DIRECTOR to discuss all issues and notification surrounding an employee's inability to carry out duties due to ill health/ injury, to discuss the possibilities of alternative employment and in this manner to ensure that the HOD/Director has evaluated all options prior to the motivation of boarding – ensuring legal compliance. Check the status of the medical report and ensures that a medical certificate is attached that supports the fact that the employee is unable to continue working and should be medically boarded – ensuring compliance. **Death Benefits:** Process the death benefits and funeral claims by engaging in the following activities to ensure these are completed as required for processing; Provides all relevant funds/ organization with sufficient certified copies of certificates such as: ID documents, affidavits and the like – thereby that death can be verified so that finances can be accessed accordingly. Obtain all required details regarding the Executor/ Estate in order that they may be contacted for distribution of any benefits received, should this be required. **Leave Management:** To monitor leave management of the institution, To ensure leave books are captured, attendance registers and leave reconciliation is done.

POST 3 1 X ADMIN OFFICER

SECTION: ADMINISTRATION

DIRECTORATE: CORPORATE & SHARED SERVICES

TASK GRADE: 11

SALARY SCALE: R334 201 (plus normal council benefits)

MINIMUM QUALIFICATIONS AND EXPERIENCE: Grade 12 plus Tertiary Education, 3 Years related work experience

DESIRED EXPERIENCE: Healthy and fit, Prepared to work before and after normal working hours, Weekends and Public Holidays

KEY PERFORMANCE AREAS: Oversee the printing (replication) services for the committee's section; Oversee the distribution services of Council i.e delivery of agendas and other documents; Responsible for obtaining approved documents for printing/ duplication from Supervisor (agenda and minutes for Portfolio, Mayoral and Council); Check quality of printing/ duplication during and after activity; Ensuring of the Compilation/ binding of documents; Ensuring and monitoring of binding the agenda in an approved standard; Ensuring smooth running of office through supervision of subordinates. (Caretakers and Cleaners).

1 X BUILDING INSPECTOR

BUILDING CONTROL UNIT

LED & PLANNING

11

R334 201 (plus normal council benefits)

MINIMUM QUALIFICATIONSS AND EXPERIENCE: Grade 12 plus three (3) year qualification in Building and Construction Management/ Quantity Surveying OR related field, Two (2) year's relevant work experience.

COMPETENCE/SKILLS REQUIRED: Code B driver's license, A high level of computer competency with proficiency in MS Office (Excel, Access, Word, Power Point and Email), Good Knowledge of relevant legislation and statutory provisions, Ethical behaviour, Analytical skills, High level of responsibility, Ability to give attention to detail, Good communication skills, Public Relations skills and Administrative abilities

KEY PERFORMANCE AREAS: Perform administrative duties of processing building plan applications; Be able to scrutinize building plans in terms of the National Building Act and relative legislation; Complete investigative reports, recording details of findings from inspection/ observation and forwards to supervisor for perusal and guidance on unresolved/ pending outcome; Aid the public and builders with enquiries regarding building plan specifications, requirements and regulations; Visit specific worksites and conduct inspections in accordance with approved design drawing, specifications and statutory regulations (National Building Regulations and SABS code of practice); Undertake specific inspections at various stages of construction to check tolerance, compaction, etc, and compare findings with stipulated specifications/ requirements; Inform the Building Control Officer on illegal construction and/ or encroachments and aesthetic of buildings; Attend technical committee meeting to assess high level building plans.

1 X COMMUNITY DEVELOPMENT OFFICER

MUNICIPAL MANAGER

OFFICE OF THE SPEAKER

11

R334 201 (MONTH-TO-MONTH CONTRACT)

THERE ARE NO BENEFITS ATTACHED TO THIS POSITION

MINIMUM QUALIFICATIONS AND EXPERIENCE: Grade 12, National Diploma in Public Administration or Equivalent, Drivers License Code B, two (2) years experience.

SKILLS AND COMPETENCIES: Be able to work under pressure, Meeting deadlines and work long hours

KEY PERFORMANCE AREAS: Working with all the Councillors, especially the ward councillors; Organising all Councillors' meetings; See to it that all the offices of Ward Councillors are up and running; Typing meeting notices for all the Councillors; Organising meetings, and stationery for Councillors and Ward Committees; Coordinate all the Councillors activities; Facilitating Ward Committee meetings; Circulation of notices to all the community meetings with Ward Councillors; Assist Ward Councillors with administration including project administration

1 X TRAFFIC OFFICER

TRAFFIC & LICENSING

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 8

SALARY SCALE: R223 313 (plus normal council benefits)

MINIMUM QUALIFICATIONS AND EXPERIENCE: Grade 11, Registered Traffic Officer, Examiner of driving licenses, One (1) year as a Traffic Officer, at least Driver's license Code B

SKILLS AND COMPETENCIES: Mentally fit, Must be able to work in all weather conditions

KEY PERFORMANCE AREAS: Perform activities/ tasks associated with maintaining law, order and safety through the application of laid down policing, protection, and rescue procedures; Attending court when required to give evidence; Attending to processes aimed at ensuring compliance with laws, by-laws and regulations in order to ensure any action or situation threatening safety is identified and promptly attended to and that the National Road Traffic Act, Criminal Procedure Act, Municipal Systems Act, Road Traffic Act and South African Police Service Act are complied with.

POST 7 1 X BULLDOZER OPERATOR (RE-ADVERTISEMENT)

SECTION: CLEANSING DEPARTMENT

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 6

SALARY SCALE: R164 058 (plus council benefits)

MINIMUM QUALIFICATIONS AND EXPERIENCE: ABET level 3 (Intermediate literacy and numeracy), twelve (12) months experience

SKILLS AND COMPETENCIES: Code EC driving license + PrDP, Certification of competency in Heavy Plant

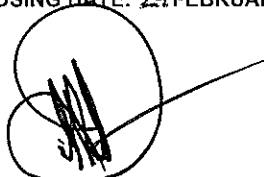
KEY PERFORMANCE AREAS: Implement and perform tasks/activities associated with the transportation of material/equipment and personnel to/from work site and operation of heavy mechanical plant and/ or specialised vehicles (Bulldozer) during refuse site maintenance activities etc

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.

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: 24 FEBRUARY 2025



MR. P. M. KATE: MUNICIPAL MANAGER