

**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 MANAGER: INTERNAL AUDIT**

**SECTION:**                      **INTERNAL AUDIT**

**DIRECTORATE:**                      **OFFICE OF THE MUNICIPAL MANAGER**

**TASK GRADE:**                      **17**

**SALARY SCALE:**                      **R836 539 (plus council benefits)**

**MINIMUM QUALIFICATIONS AND EXPERIENCE:** Matric plus B. Comm Degree in Auditing or any relevant qualification and compulsory membership of the Institute of Internal Auditors.

**COMPETENCIES/SKILLS REQUIRED:** Five (5) years Management experience in an Internal Audit Unit in a local government environment. Report writing skills; Knowledge of all applicable regulations and legislation. Ability to do presentations; Valid Driver's license.

**KEY PERFORMANCE AREAS:** Develop and maintain a risk-based Audit Plan and yearly internal Audit Programme for the Institution. Update the internal Audit Charter annually. Manage internal audit staff and equipment. Manage the operations of the Audit Committee. Advise directorates on their internal controls. Perform various compliance Audits as directed by the Accounting Officer. Conduct forensic and specialised investigation as directed by the Accounting Officer. Represent the Unit in Internal and External Disciplinary matters as directed by the Accounting Officer.

**POST 2**                      **1 X MANAGER: TRAFFIC AND LICENSING SERVICES**

**SECTION:**                      **TRAFFIC AND LICENSING**

**DIRECTORATE:**                      **PUBLIC SAFETY & COMMUNITY SERVICES**

**TASK GRADE:**                      **17**

**SALARY SCALE:**                      **R836 539 (plus council benefits)**

**MINIMUM QUALIFICATIONS AND EXPERIENCE:** Grade 12, Diploma in Traffic Management (NQF Level 6), Driver's and Learners Licence, Code B Driver's License

**COMPETENCIES/SKILLS REQUIRED:** Five (5) years relevant experience in middle management, Computer Literacy – MS Office, application/comprehension of procedures and guidelines associated with specific administrative sequences.



good quality reports for consideration by Senior Management and the appropriate structures of the Council and as well as the Council when necessary; Internal and external communication: Interacts internally and externally disseminating technical and professional information with recommendations

**POST 4**                      **TOWN PLANNER**

**SECTION:**                      **BUILDING CONTROL UNIT**

**DIRECTORATE:**                      **LED & PLANNING**

**TASK GRADE:**                      **14**

**SALARY SCALE:**                      **R533 086 (plus council benefits)**

**MINIMUM QUALIFICATIONS AND EXPERIENCE:** A recognised Degree/ Diploma in Town & Regional Planning or equivalent NQF 7 Qualification, Must be registered with SACPLAN as a Professional Planner.

**COMPETENCIES/SKILLS REQUIRED:** 3-4 years work experience on Spatial Planning & Land Use Management in Local Government; Code B Driving License; High level of computer competency with proficiency in MS Office (Excel, Word, PowerPoint), Monitoring and Control, Negotiation, Planning and Organising, Urban Design, Land Use Management, Information Management, Research, Information Analysis and Policy Knowledge Management, Public Consultation, Organising Skills, Public Relations and Administration ability, Socio-Economic/ Socio-Political Awareness and Policy Conceptualisation.

**KEY PERFORMANCE AREAS:** Management processes and procedures associated with the provision of building plans for compliance in relation to zoning & land use regulations; Evaluate and Assess 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 and 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; Attend consultation meetings or community meetings engagements that may impact planning.

**POST 5**                      **1 X PMS PRACTITIONER**

**SECTION:**                      **IDP AND PERFORMANCE MANAGEMENT SYSTEM**

**DIRECTORATE:**                      **MUNICIPAL MANAGER'S OFFICE**

**TASK GRADE:**                      **11**

**SALARY SCALE:**                      **R356 209 (plus council benefits)**

**MINIMUM QUALIFICATIONS AND EXPERIENCE:** Degree or Diploma in Human Resources/ Public Management.

**COMPETENCIES/SKILLS REQUIRED:** 3 years experience working within Municipal Environment more with IDP and Performance Management Systems; Computer literate.

**KEY PERFORMANCE AREAS:** Provide support in quality assurance on generation and creating SMART Key Performance Indicators on the automated system for Top-Layer and Department SDBIP; Generating and creating individual performance scorecards on the automated system for cascading of performance management to Middle Management/ Section Heads (Supervisors) and Departmental Teams; Maintaining the Performance Management record keeping on MunSoft automated system, updating files with the correspondence and instructional documentation and, accessing relevant information or retrieving records to facilitate audits; Creating and maintaining functions on the automated Performance Management System to ensure compliance with statutory requirements for Individual Performance Assessments; Providing training and support on the functioning of the automated Performance Management for reporting purposes; Conducting PMS activities in relation to quarterly, mid-term and year-end performance reviews for Senior and Middle Management; Maintain user access control to the system and daily updates.

**POST 6**                                **1 X PAYMASTER: SALARIES**

**SECTION:**                                **EXPENDITURE**

**DIRECTORATE:**                                **BUDGET & TREASURY OFFICE**

**TASK GRADE:**                                **10**

**SALARY SCALE:**                                **R301 729 (plus council benefits)**

**MINIMUM QUALIFICATIONS AND EXPERIENCE:** Bookkeeping certificate/ Diploma NQF level 6 in Accounting or equivalent, Two (2) years experience in Expenditure management.

**COMPETENCIES/SKILLS REQUIRED:** Extensive knowledge of the PAYDAY payroll system with proven accounting skills, Computer Literacy – Office application & payroll systems used in the Municipality.

**KEY PERFORMANCE AREAS:** Implement task/ activities with processing and compilation of payroll/ salary information by processing payroll parameters on the system with regards to statutory deductions, rates of pay, transfers etc. Capturing salary wage information of employees/ councilors against specific control votes and inserting required information with respect to benefits to activate deduction sequence. Preparing and extracting payroll report and proceeding with the printing of pay slips upon approval. Attending to the payment of salary allowance, sending payment notification/advice to 3<sup>rd</sup> parties. Addressing queries relating to deductions and allowances and provides explanations to calculations/ adjustments based on the information pertaining to benefit administration fund rules. Implement specific administrative/ accounting sequences.

**POST 7**                                        **2 X TRAFFIC OFFICERS**

**SECTION:**                                        **TRAFFIC DEPARTMENT**

**DIRECTORATE:**                                        **PUBLIC SAFETY & COMMUNITY SERVICES**

**TASK GRADE:**                                        **8**

**SALARY SCALE:**                                        **R238 018 (plus council benefits)**

**MINIMUM QUALIFICATIONS AND EXPERIENCE:** Grade 12, Registered Traffic Officer, Examiner of driver's license will be an added advantage, One (1) year experience as Traffic Officer.

**COMPETENCIES/SKILLS REQUIRED:** Must be mentally fit, Able to work in all weather.

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

**POST 8**                                        **1 X PERSONAL ASSISTANT TO EXECUTIVE MAYOR**

**SECTION:**                                        **MAYOR'S OFFICE**

**DIRECTORATE:**                                        **OFFICE OF THE MUNICIPAL MANAGER**

**TASK GRADE:**                                        **8**

**SALARY SCALE:**                                        **R238 018 (plus council benefits)**

**MINIMUM QUALIFICATIONS AND EXPERIENCE:** Grade 12, Secretarial/ Public Administration Diploma – NQF Level 6, Computer Literacy – Office Applications, Two ( 2 ) years' experience, Driver's License.

**COMPETENCIES/SKILLS REQUIRED:** Communication Skills, Negotiation Skills, Verbal and Writing Skill, Telephone Etiquette, Interpersonal Relations, Attention to detail

**KEY PERFORMANCE AREAS:** Retirement: Performs typing; Handles enquiries and coordinating the diary of the Executive Mayor; Provide an efficient support service and ensure the effective functioning of the office; Respond to enquiries; Perform administrative support functions to ensure the proper and smooth functioning of the office, make travelling arrangements for the Executive Mayor and Councillors to ensure the smooth organizing of the travels/ visits.

**NOTE:** All applications must be made on the Official Application form that can be downloaded on our website [www.makana.gov.za](http://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: 25 AUGUST 2025**

  
**MR. P. M. KATE: MUNICIPAL MANAGER**



**Incorporating Grahamstown, Alicedale, Riebeeck East & surrounding rural areas**

**VACANCIES/ IMISEBENZI/BETREKKINGS  
EXTERNAL POSITIONS**

**RE-ADVERTISEMENT  
POSITION: CHAIRPERSON OF RISK MANAGEMENT COMMITTEE  
(3 YEARS CONTRACT)**

**BACKGROUND:**

In accordance with the provisions of Section 24(3) of the Public Sector Risk Management Framework, the Municipal Manager is required to appoint an independent external person to serve as a Chairperson of the Risk Management Committee. This will ensure that the Municipality has and maintains an effective, and transparent systems of financial and risk management and internal control, (Section 62(1)(c) of the Municipal Finance Management Act 56 of 2003).

**MINIMUM REQUIREMENTS:**

A relevant postgraduate Degree in Accounting, Auditing and/or Risk Management.

**Added Advantage:** CA(SA)/ Any other relevant Postgraduate Degree in Business Administration and Leadership, Legal, and Financial Management; Certified Risk Management Practitioner; Certified Internal Auditor, and Certified Fraud Examiner.

The candidate should have a minimum of 10 years public sector management experience in Accounting, Auditing, Internal Auditing and Risk Management. Previous experience in serving on governance and oversight committees and member/chairperson of Risk Committees (minimum of 5 years' experience). The candidate must have proven experience in having achieved a clean audit opinion in respect of Risk Management from the Office of the Auditor-General.

Must have excellent and in-depth knowledge of the Public Sector Risk Management Framework, Corporate Governance, Local Government Municipal Finance Management Act, National Treasury Regulations, Enterprise Wide Risk Management, COSO model, ISO 31000, Fraud Risk Management, Fraud prevention and ICT Governance. Extensive knowledge of the Local Government Sector will be an added advantage.

**KEY FUNCTIONS:**

The ideal candidate is expected to:

- Provide oversight on the review and monitoring the implementation of risk management framework, policy, charter and strategy within the Department.
- Provide guidance on integration of risk management into planning, monitoring and reporting processes.
- Provide advice / guidance on setting risk appetite and review risk appetite, tolerance levels, and anti-fraud measures.

*Makana Municipality shall strive to ensure sustainable, affordable, equitable and quality services in a just, friendly, secure and healthy environment, which promotes social and economic growth for all.*

**...a great place to be**



- Lead the Committee in conducting its activities in terms of the Public Sector Risk Management Framework, PFMA, Risk Committee Charter and King IV Report on Corporate Governance.
- Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues.
- Perform any other duties of the Risk Management Committee as specified in the terms of reference (Committee Charter).

#### **TERM OF OFFICE AND REMUNERATION:**

The term of office of appointed candidate will be 3 years, and will be remunerated in accordance with the prescripts and guidelines published by National Treasury. Risk management Committee has four statutory meetings per annum and additional meetings may be convened by the chairperson as deemed necessary by the Committee and or Accounting Officer. The Municipality has the right to renew contract for another term in line with prevailing prescripts.

#### **SUBMISSION OF APPLICATIONS:**

All applications must be submitted on an Official Makana Local Municipality Application Form that is downloadable on our website: [www.makana.gov.za](http://www.makana.gov.za) accompanied by the following:-

- A signed application letter.
- Comprehensive CV.
- Certified copies of qualifications.
- Certified copy of identity document. **(all certified copies not older than 3 months)**

All applications may be hand-delivered to **The Office of the Municipal Manager Makana Municipality, 86 High Street, City Hall, Makhanda** or posted to the **Municipal Manager, P O Box 176, Makhanda, 6140** or emailed to [nkosi@makana.gov.za](mailto:nkosi@makana.gov.za) indicating the position title on the subject line.

**NO LATE / FAXED APPLICATIONS WILL BE ACCEPTED.**

Failure to comply with the above will result in disqualifying your application. Canvassing of Councillors and Officials will automatically disqualify any application. Enquiries maybe directed to Ms N.P. Kosi - 046 603 6111 and or [nkosi@makana.gov.za](mailto:nkosi@makana.gov.za).

**Closing date: 25 August 2025**



**MR PM KATE  
MUNICIPAL MANAGER**

**(ALL APPLICANTS WHO HAVE APPLIED FOR THIS POSITION IN THE PREVIOUS ADVERT DO NOT NEED TO RE-APPLY BUT WILL BE CONSIDERED)**

Should candidates not be notified of the outcome of the application within 30 days after closing date, they may regard themselves as having been unsuccessful.