



MAKANA
MUNICIPALITY | EASTERN CAPE
...a great place to be



200 YEARS
reflect and imagine
...the making of a great place to be

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 FRONT-END LOADER/TLB OPERATOR

DEPARTMENT: CLEANSING SERVICES

DIRECTORATE: PUBLIC SAFETY AND COMMUNITY SERVICES

TASK GRADE: 6

SALARY SCALE: R 174 862 (12 MONTHS FIXED CONTRACT – NO COUNCIL BENEFITS)

MINIMUM QUALIFICATION AND EXPERIENCE: Code 14 with PrDP, Grade 8/Standard 6, Certificate of Competency to operate TLB and other machinery such as Front End Loader and Bulldozer.

COMPETENCE/SKILLS REQUIRED: Must be healthy, physically fit and be able to respond during emergencies

KEY PERFORMANCE AREAS: Clearing illegal dumping sites. Gathering cover material for landfill sites. Washing and cleaning heavy plants. Loading of tree stumps and other bulky material. Performing other general worker duties.

POST 2: 1 X PLUMBER

DEPARTMENT: WATER & SANITATION

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 9

SALARY SCALE: R 267 989 (plus normal council benefits)

MINIMUM QUALIFICATION: Grade 10, Trade Tested Artisan or Plumbers Certificate with 10 years experience in plumbing, Code C1 Driving License.

DESIRED EXPERIENCE/COMPETENCE/SKILLS REQUIRED: 5 years experience, Must be prepared to work in any of Makana Municipality water network. Must be able to take charge in the absence of Senior Foreman.

KEY PERFORMANCE AREAS: Interprets and co-ordinates specific pre-work/ site requirements with regards to installation, repairs & planned and predictive maintenance sequences and guides the activities of personnel. Coordinates and control tasks/ activities associated with controlling personnel performance, productivity and discipline within the functionality; Coordinates activities

associated with repairs, maintenance and installations of water pumps, water pipes and manholes. Completes internal transactional documentation (e.g time sheets, log sheet, progress and productivity field report, etc) and related forms (vehicle checklist, faulty pumps, water leaks, etc) Performs specific activities associated with communications.

POST 3: 1 X SENIOR TECHNICAL OFFICER
DEPARTMENT: ELECTRICITY DEPARTMENT
DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES
TASK GRADE: 13
SALARY SCALE: R473 465 (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 12, National N Diploma or equivalent in Electrical Engineering, Minimum of Five (5) years experience.

COMPETENCE/SKILLS REQUIRED: Code 10 with PrDP, Communication Skills, Attention to detail, Interdepartmental skills, Conflict Management, Operating regulations of high voltage system will be an added advantage.

KEY PERFORMANCE AREAS: To plan and Design electricity distribution system and installations; Responsible for compliance to NERSA standard and regulation by electricity department. Responsible for bulk meeting and any technical related complain regarding AMR. Responsible for the INEP grant application for network upgrades and the electrification of infill areas; Calculation and/or monitoring electricity and provide mitigation factor to reduce the losses to minimum.

POST 4: 1 X SENIOR TECHNICIAN, ROADS AND STORMWATER
DEPARTMENT: ENGINEERS DEPARTMENT
DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES
TASK GRADE: 14
SALARY SCALE: R533 087 (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: National Diploma in Civil Engineering, 3 – 5 years experience in a similar position with special emphasis to Roads Sections. Management experience would be an added advantage.

COMPETENCE/SKILLS REQUIRED: Code 8 Driver's License, Computer Literate with MS Office package and internet, Knowledge of GIS and applicable typing programs and spreadsheets, Communication skills at all levels, attention to detail, and report writing skills.

KEY PERFORMANCE AREAS: Identify and define the immediate and short-term objectives/ plans associated with road and stormwater maintenance by: Keeping abreast with technological developments in the rehabilitation and maintenance of roads and stormwater drainage regulations; Presenting reports on current and future interventions (Construction, rehabilitation and maintenance) necessary to achieve acceptable levels and standards of service delivery to the Manager: Road and Stormwater; Monitoring attendance/ conduct and output, and addressing deviations from agreed performance indicators through meetings/ counselling and/or other approved methods designed to improve and motivate personnel; Conducting quarterly evaluations of staff through individual performance appraisals; Keeping staff informed of new developments, legislation, circulars and policies; Addressing workplace conflict/ conduct through initiation and coordination of consultative processes and implementation of specific disciplinary procedures

POST 5: SKILLS DEVELOPMENT FACILITATOR
DEPARTMENT: HUMAN RESOURCES
DIRECTORATE: CORPORATE SERVICES
TASK GRADE: 12
SALARY SCALE: R420 534 (plus normal council benefits)

MINIMUM QUALIFICATIONS AND EXPERIENCE: Grade 12 (Matric) and NQF Level 6/7 equivalent. Registered or eligible for registration as a Skills Development Facilitator with the relevant SETA. At least 2 – 3 years' experience in Skills Development. HRD or training coordination environment.

COMPETENCE AND SKILLS: Proficiency in Microsoft Office (Word, Excel, PowerPoint), Strong planning, communication, and facilitation skills, Valid Drivers license and willingness to travel, where necessary. Good knowledge of relevant legislation: Skills Development Act, Employment Equity Act, Skills Levies Act, etc,

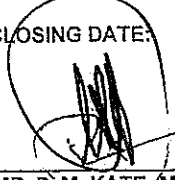
Key Performance Areas: Conduct skills audits and training needs analysis for employees and councillors; Develop, implement and monitor the Municipality's Workplace Skills Plan and Annual Training Report; Coordinate internal and external training programmes, including learnerships, internships, apprenticeships and bursaries; Liaise with relevant SETAs, training providers and stakeholders; Ensure compliance with Skills Development and Employment Equity legislation; Manage training budgets and related administrative processes; Promote equity and inclusion through targeted skills development initiatives; Maintain accurate training records and prepare reports for management and SETAs; Support transformation and staff development initiatives aligned with the Integrated Development Plan (IDP).

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 / recruitment@makana.gov.za

CLOSING DATE: 25 NOVEMBER 2025


MR. P. M. KATE: MUNICIPAL MANAGER

