



MAKANA
MUNICIPALITY | EASTERN CAPE
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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 MANAGER: TRAFFIC AND LICENSING
DEPARTMENT: TRAFFIC DEPARTMENT
DIRECTORATE: PUBLIC SAFETY AND COMMUNITY SERVICES
TASK GRADE: 17
SALARY SCALE: R836 539 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12, Registration as a Traffic Officer, Registration as an Examiner for Driving Licenses: Grade-A, Registration as an Examiner of Vehicles: Grade A, B-Tech in Traffic Management/ Road Traffic and Municipal Police Management/ LLB (NQF Level 7), Certificate in Municipal Finance Management, Driver's and Learners License, Code B Driver's License, Computer Literacy – MS Office. Must have Five (5) relevant experience in middle management.

COMPETENCE/SKILLS REQUIRED: The Job design associated with this post requires application/ comprehension of procedures and guidelines associated with specific administrative sequences.

KEY PERFORMANCE AREAS: Manage and control the implementation, monitoring evaluation and reporting sequences of administrative and technical outcomes for the Traffic Management Services associated with plans and procedural applications designed to accomplish key service delivery objectives with respect to the provision of Law Enforcement, administration, vehicle testing, driver's/ learner license testing and motor vehicle license through the co-ordination of preparations and quality systems and approval/certification processes in accordance with statutory legislation (National Road Safety Act) and SABS regulations, eNatis, and ensuring compliance with the NRTA 93/1996 and Quality Management System and Municipal By-laws: Identifies with the Road Safety & Law Enforcement strategy and statutory requirements and defines, implements and monitors the short-term plans/ objectives for the functionality by: Communicating with Superintendent on specific Key Performance Areas (Law Enforcement, Vehicle, Driver/Learner's testing and Motor Licensing), with a view to align functions and service delivery objectives against the capacity and capability of the Section; Monitoring/assessing the operations of the Vehicle Testing Centre and Licensing Units and evaluating the quality of the output through analysis and interpretation of reports; Formulating a Public Safety Crime Prevention and Security plans for the Municipality by developing and monitoring projects that subscribe to crime prevention principles and formulating crime prevention strategies that directly impact on local policing demographics; Planning work and allocating duties to employees to ensure that operational requirements are met; Analysis statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures; Interpreting and consolidating the expenditure estimates for the Law Enforcement Section, Preparing the draft budget and, monitoring financial performance with a view to correcting and/ or reviewing applications and processes; Communicating with Council's Financial Section on Audit findings and recommendations and institutes the necessary investigational or corrective measures in order to ensure administrative sequences dictating reporting requirements and approval procedures are complied with and correspondence responded to through the provision of accurate information on the activities of the Section.

POST 2: 1 X MANAGER: SPATIAL PLANNING AND LAND USAGE

DEPARTMENT: SPATIAL PLANNING & LAND USAGE

DIRECTORATE: LED & PLANNING

TASK GRADE: 17

SALARY SCALE: R836 539 (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Minimum 4 years qualification Bachelor's degree or B – Tech in Town and Regional planning - NQF Level 7, Registration with S.A. Council for Town and Regional Planners as a Professional Planner. Minimum 6 years relevant experience with extensive knowledge of planning in local Government environment of which 4 years must be at a Management level.

COMPETENCE/SKILLS REQUIRED: Code EB Driver's license – own transport, Proficiency in MS office (Excel, Access, Word, Powerpoint) and email, Good knowledge of relevant legislation and statutory provisions, Experience in the fields of land use management and development facilitation , Additional experience in this environment, especially related to disposal of assets (land), will be an added advantage.

KEY PERFORMANCE AREAS: Manage Land control for Makana local Municipality to ensure that Town Planning Development and Spatial Planning meet statutory requirements. Ensure that the IDP objectives set out in the councils SDBIP in relation to the councils Land Usage Management function are achieved within the stipend timelines through ensuring accurate estimates are prepared in relation to requirements enabling the department to contribute positively towards meeting objectives and aligning IDP to the budget process. Evaluating, reporting and making recommendations, regarding applications by members of the public to relevant authorities (Council, MPT, EXCO etc.). Updating and disseminate Town Planning information to the members of the public within the municipal jurisdiction as applicable. Ensure compliance with the Spatial Planning and Land Use Management Act No.16 of 2013 (SPLUMA). Assist with Township establishment for the purpose of facilitating the housing delivery processes. Assisting in the preparation of the Spatial Development Framework, the review thereof and the formulation of the Land Development Objectives in line with local Government: Municipal Systems Act. Attend to rezoning and subdivisions by ensuring that all legislative requirements have been met. Administer Land and Estate section and management of Municipal properties. Administer, formulate, maintain and update the Municipal Zoning Schemes Regulations and ensure that were applicable EIA regulations are adhere to. Preparation of monthly reports for the Portfolio Committee, EXCO and Council for consideration. Assume overall responsibility for the Management of the Land Use Management and Municipal Property Management by anticipating problems and identifying implications for the attention of the Director and Council to take informed decisions. Signing legal documents on behalf of the Director in terms of the delegated authority by scrutinizing documents and affixing signature if in order to meet Council's legal obligations. Controls the key performance indicator's and outcomes of personnel within the sub – directorate, Administration & reports: Manages specific administrative and Compilation of 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, solutions and alternatives on Spatial Planning, Land Usage, Land & Estate , and Building Control functionalities.

POST 3: 1 X MANAGER: EXPENDITURE

DEPARTMENT: EXPENDITURE SECTION

DIRECTORATE: BUDGET & TREASURY OFFICE

TASK GRADE: 17

SALARY SCALE: R836 539 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: B.Com Degree with Accounting as a major subject at NQF Level 7, Code B driving license. At least 5 years relevant experience in a Municipal environment. Thorough knowledge of Financial Acts and Regulations applicable to the Local Government Sector. Strong negotiation, planning and organizing skills, Performance monitoring skills. Excellent communication skills, Excellent writing and presentation skills, Attention to detail. Drive and tenacity to lead a multi – disciplinary team. Must be able to speak, read and write in at least two of the official languages in Makana Local Municipality (Afrikaans, English and Xhosa).

COMPETENCE/SKILLS REQUIRED: Special Skills such as Budgeting & Financial Analysis, Technical Proficiency, Compliance & Regulatory knowledge, Negotiation, Data – Driven decision making and Strategic planning.

KEY PERFORMANCE AREAS: Providing directions to the section in the performance of its functions by undertaking detailed planning and research about the attainment of the sections objectives and holding planning sessions with subordinate staff. Providing input in the development of projects and programs in the IDP with respect to financial viability and sustainability by tabling appropriate plans once strategic goals of the IDP are defined. Complying with the requirements of the MFMA, specifically about Budget, Annual Financial Statements, and accounts payable by analysing the provisions of the MFMA, providing guidance and implementing best practices. Advising the Chief Financial officer on the performance of the Section through the provision of monthly management reports and performing the necessary reviews. Responsible for the budgeting requirements of the section by conducting the preparation of the budget and monitoring expenditure. Defining adjusting the role boundaries, workflow processes and job design against laid – down service delivery requirements. Identifying skills gap within the section and completing developmental plans for the existing personnel with clearly defined career paths and job enrichment opportunities. Conducting appraisals to measure performance against agreed counselling and consulting with personnel on developmental goals, career paths and short- term targets and standards. Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application, and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the section. Analyzing trends, expenditure requirements, and forward plans to establish/ determine expenditure for the period and consolidating the sections operating and capital budget. Complying with the requirements of VAT legislation by analysing relevant procedures and systems. Implementing efficient and effective financial expenditure controls by regularly assessing the effectiveness of the existing controls, implementing effective financial systems and regularly updating controls. Monitoring the effective functioning of the Accounting system through analysing appropriate reports, meeting with staff and consultants when required, and providing direction and guidance. Monitoring timeous payment of the contractors and creditors in accordance with contractual commitments, MFMA, and applicable legislation, systems and controls, including procedures for the approval, authorization and disbursement of funds. Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedures. Responding timeously to all issues and queries raised by the Auditor General by analysing the root causes of the issues raised and proposing adequate responses, and implementing approved processes and procedures as agreed with the Auditor General. Representing the department by participating in various meetings (Executive Committee, Council committees, working groups, internal and external forums), presenting proposals, consolidated reports and providing comments/ opinions on matters affecting or concerning specific expenditure Management. Responding through the collection of information and/ or conducting the necessary investigation/ research to enquiries and concerns on service delivery from other departments, Councils, government treasury departments, SARS, etc. Addressing policy issues applicable to expenditure administration. Liaising with and advising individual Managers/ Directors and standing Committees on matters relevant to expenditure management. Creating efficient, effective and accountable expenditure administration through ensuring that all transactions are compliant with the applicable financial regulations and policies, in the local government sector.

POST 4: 1 X SENIOR TECHNCIAN

DEPARTMENT: PROJECT MANAGEMENT UNIT (PMU)

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 14

SALARY SCALE: R533 087 (plus normal council benefits)

relevant input from the public; Finalizing the budget in the final Treasury format and coordinating activities to obtain budget approval from Council; Preparing statutory reports to National Treasury; Attending to budget amendments as requested by the National Treasury to finalize the annual budget; Drafting relevant public notices on the annual and adjustment budgets and ensuring publication in the media and display on specific notice boards (Libraries, etc.); Monitoring and preparing regular management reports on budget implementation and revenue/expenditure trends and recommending reallocation or virement of funds as necessary; Comparing budget versus current actual revenues and expenditures reviews, monitoring budgets and giving feedback to departments with regard to the current budget versus actual spending; Interacting with the internal/ external auditors and making available information, supporting documentation, and proofs of approval, guiding specific recordings, adjustments, and allocation of Account receivable transactions; Perform any duties or responsibilities which fall reasonably within the ambit of the job content as assigned by the superior In order to ensure reporting requirements and information explaining and detailing budgetary sequences and trends are coordinated and disseminated to support planning and procedural evaluation. **BUDGET ADJUSTMENTS:** Coordinates and manages sequences related to the compilation of the adjustment budget, including: Coordinating sessions with departments to determine budget adjustment needs; Assisting in developing and compiling the adjustment budget; Drafting the adjustment budget and submitting it to the Manager and Chief Financial Officer for input; Finalizing the adjustment budget and coordinating activities to secure approval from the Council; Preparing and submitting the approved adjusted budget to the National Treasury; Ensuring relevant advertisements are placed in media outlets and at libraries to promote the annual municipal budget; In order to ensure reporting requirements and information explaining and detailing adjustment budgetary sequences are coordinated and disseminated to support planning and procedural evaluation. **REPORTING FUNCTION GRANT REPORTING:** Coordinates and controls sequences associated with the compilation of financial grant reports, by consolidating information received from internal departments and compiling reports to the national/provincial treasury on grants received, expenditure, and utilization; Monitoring and controlling the payment of Grant funds into the municipal bank account, ensuring that the correct allocations were deposited and informing the relevant internal departments in writing of Grant details; Allocating Grants received to specific budget votes or creating new votes on the Financial System; Monitoring the Grant funding spending and reporting to Provincial and National Treasury, as well as internal departments, on the grant spending performance; Preparing statutory reports to the National and Provincial Treasury on expenditure of Grant funding; Monitors grant funding spending implementation, determines and recommends reallocation or virement of funds when and where necessary; Interacting with the immediate superior and management to keep them informed of slow spending trends to allow them to take immediate action and, where necessary, remedial action; Providing grant funding information to relevant departments and assisting in resolving questions, issues, and funding prioritizations; Prepare regular management reports on expenditure of Grant funding; To ensure that reporting requirements and information explaining and detailing budgetary sequences and trends are coordinated and disseminated to support planning and procedural evaluation, **REPORTING FUNCTION (AFS, Section 52 and 71 Reporting)** Coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality by: Receiving and coordinating information from revenue and relevant departments to compile section 52 (d) and Section 71 reports timeously; Providing supporting transactional documents to the Manager and Chief Financial Officer to facilitate the compilation of section 72 reports submission and engagement with the provincial and national Treasury; Extracting data from the Financial System and compiling section 52 (d) and section 71 reports in the format prescribed as required by the National Treasury; Co-ordinating and controlling processes for the preparation of monthly statements in the prescribed format on the state of the Municipality's budget, reflecting particulars regarding actual revenue, expenditure, borrowings, and allocations received; Reviewing information for accuracy, identifying any anomalies, and, where appropriate, taking corrective action or reporting anomalies to management; Coordinating and controlling general reporting obligations regarding the preparation of reports to National and Provincial Treasury, the Provincial Department of Local Government, and/or the Auditor General containing such information, returns, documents, explanations, and motivations as may be prescribed or required; Distributing section 52(d) and section 71 reports for final review and approval; Ensuring that section 52 (d) and section 71 reports are distributed to Provincial and National Treasury in compliance with the MFMA; Preparing investigation and productivity reports as required by relevant legislation and treasury directives, referring to statistical data and qualitative information related to the financial position of the Municipality, status of national and provincial grants, service delivery standards, etc., for submission to the immediate superior for consideration and inclusion into Council agendas/reports and/or forwarding to the appropriate government departments; Completing statistical/statutory reports, extracting information from the financial system, and/or obtaining information from relevant internal departments/managers; Compiling investigation reports and/or responses to correspondences and queries, undertaking research or extracting information from records/statistics to support content, recommendations, and/or opinions. To ensure that administrative sequences dictating reporting requirements are complied with and correspondence is responded to through the provision of accurate information,

CONTROL FUNCTIONS BANK RECONCILIATION & UNALLOCATED ACCOUNTS Coordinates and controls reconciliation of payments and cash deposits against bank transactional information/statements by: Monitoring the reconciliation of cash deposits performed by the Chief Clerk, referring to system reports and statements, and/or responding, seeking clarity or resolving deviations in transactional information. Coordinating and controlling procedures with respect to the verification of transactional schedules reflecting reconciliation of cash amounts against receipts, etc. Ensuring that cash amounts in accounting ledgers agree with bank balances, Reviewing bank accounts, checks balances against ledger amounts, and verifying that such amounts agree with financial statement items; Verifying account numbers and work orders on reports, journal entries, and purchase requisitions; Ensuring that all bank transactions are accurately and timely processed into the accounting system; Checking the balancing of ledger accounts, checking and correcting incorrect allocations, approving journals, and verifying that all deposits are received and receipts deposited. In order to ensure that receipts and deposit-related transactions are checked and verified in accordance with laid-down departmental/ audit procedures.

POST 6: 1 X ACCOUNTANT
SECTION: BILLING
DIRECTORATE: BUDGET & TREASURY OFFICE
TASK GRADE: 12
SALARY SCALE: R 420 534 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12, plus three (3) year tertiary qualifications, preferably a National Diploma or B.Com with Financial Accounting as a major subject. Minimum of two (2) to three (3) years' experience in a Revenue section of a Local Municipality.

COMPETENCE/SKILLS REQUIRED: Code B driver's license without any endorsement, Ability to work under pressure, No criminal record, Sound computer literacy, reporting and presentation skills, Good interpersonal skills, Advanced Excel Skills, Applicable Municipal Minimum Competency level will be advantageous.

KEY PERFORMANCE AREAS: Coordinates and controls processes associated with the verification and provision of information related to Income transactions; To oversee monthly billing procedures to ensure debtor statements are produced accurately and timeously; Analysing and approving revenue recording processes referring to information detailed in supporting documentation and resolving deviations from procedures; Providing support with regards to the consolidation of Billings Income transactional information to facilitate the production of Financial Statements; Coordinates and controls the tasks/ activities of personnel and allocates and prioritizes outcomes; Coordinating the reconciliation of income billed as per tariff analysis with the General Ledger and monitoring daily billing process; Coordinates specific administrative and financial sequences associated with tariffs; Disseminates functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints; Maintain data and the recordkeeping system.

POST 7: 1 X PLUMBER
SECTION: WATER & SANITATION
DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES
TASK GRADE: 9
SALARY SCALE: R 267 989 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 10, Trade Tested Artisan or Plumbers Certificate with 10 years experience in plumbing. Code C1 driving license, 5 years experience.

COMPETENCE/SKILLS REQUIRED: Must be prepared to work in any of Makana Municipality water network. Must be able to take charge in the absence of a Senior Foreman.

KEY PERFORMANCE AREAS: Interprets and co-ordinates specific pre-work/ site requirements with regards to installation, repairs & planned and predictive maintenance sequence and guides the activities of personnel, Coordinates and controls tasks/ activities associated with controlling personnel, productivity and discipline within the functionality, Coordinates activities associated with the repairs, maintenance and installation 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, fault pumps, water leaks; etc), Performs specific activities associated with communication.

POST 8: 1 X HOUSING CLERK
DEPARTMENT: HOUSING DEPARTMENT
DIRECTORATE: LED & PLANNING
TASK GRADE: 6
SALARY SCALE: R 174 862 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: An appropriate Secondary qualification-Certificate in Public Administration-NQF Level 4, One (1) year of work experience in Housing/ Human Settlements at the Local Government sphere.

COMPETENCE/SKILLS REQUIRED: Code B Driver's License, High level of Computer competency with proficiency in MS Office (Excel, Word, PowerPoint); Monitoring and Control, Negotiation, Planning and Organising, Analysis skill with good organisational skills, Public relations and administrative ability, Socio-Economic/ Socio-Political Awareness and Policy Conceptualisation; Excellent knowledge of Local Government legislation & statutory provisions, Experience in the field of Housing/ Human Settlements, Ethical Behaviour, Action orientated, Resilience, Change readiness, Learning Orientation, Problem Solving, Accountability and Ethical Conduct.

KEY PERFORMANCE AREAS: Checking the accuracy of details recorded on housing documentation and registers, as well as updating work in progress information or data on specific computer/registry applications/systems of the department; Compiling and collation housing reports together with recommendations to the Housing Officer; Attending to queries relating to housing issues both telephonically and visits to the Housing Officer; Rendering Housing Customer Education to housing beneficiaries; Preparing and extracting qualitative and quantitative reports for submission to the immediate supervisor, detailing the status of the department's operations and recommendations to initiate new Housing Projects; Attend Housing meetings, Seminars at Regional and Provincial level (report back to Superior); Updating and filing of completed transactions and/ or retrieving files/ folders on request from departmental personnel; Maintaining the filing system and arranging for the removal and disposal of obsolete archive documentation; Attending to and/or making/ receiving telephonic calls and/or recording/forwarding messages/calls pertaining to specific personnel for attention; Attending to the photocopying, faxing, typing, receiving and distribution of mail.

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: 02 APRIL 2026

A handwritten signature in black ink, consisting of a large, stylized 'P' and 'M' followed by 'KATE'. The signature is written over a horizontal line.

MR. P. M. KATE: MUNICIPAL MANAGER