



Incorporating Makhanda, Aliceedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position based in Makhanda 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: EXPENDITURE
DEPARTMENT: FINANCE
DIRECTORATE: BUDGET & TREASURY
TASK GRADE: 17
SALARY SCALE: R836 539 (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric (Grade 12) Certificate plus B.Com Degree or National Diploma with Accounting as a major subject at NQF Level 7/ NQF Level 6, Code B driving license, At least 5 years' relevant experience in Municipal environment; Certificate in Municipal Finance Management Programme (MFMP), CPMD, Thorough knowledge of Financial Acts and Regulations applicable to the Local Government Sector, At least 2 – 3 years in a supervisory or management role, leading a team.

COMPETENCE/SKILLS REQUIRED: Special Skills such as Budgeting & Financial Analysis, Technical Proficiency, Compliance & Regulatory knowledge, Negotiation, Data – Driven decision making and Strategic planning, Proven experience in managing corporate budgets, accounts payable, and financial reporting, Experience in preparing for internal and external audits and managing cash flow, Managing vendor payments and procurement compliance, Leading team members and conducting performance management.

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 2: 1 X MANAGER: ADMINISTRATION
DEPARTMENT: ADMINISTRATION
DIRECTORATE: CORPORATE AND SHARED SERVICES
TASK GRADE: 16
SALARY SCALE: R691 970 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12 plus Bachelor of Public Administration, or relevant qualification NQF level 6, NQF level 7 will be an added advantage. 5 - 7 years relevant experience in Municipal or Public Sector administration, with at least 3 years at supervisory/management level.

COMPETENCE/SKILLS REQUIRED: Strong leadership, Communication, and Organisational skills, Computer literacy (MS Office and relevant municipal systems). Must have Code EB Driver's License.

KEY PERFORMANCE AREAS: Managing the key performance areas and result indicators associated with the Administration Section through the provision of an effective administrative, information and Council support service to core service delivery functions (Committee Administration, Auxiliary Services, Reception, Security Services etc.) by amending, adjusting and reviewing and administration policies and procedures against departmental, statutory and Audit guidelines; reviewing and participating in the development and implementation of committees/ auxiliary services and application platforms capable of satisfying the departments requirements in keeping with the IDP of the municipality, Responsible for the Municipal Security services; Conducting research into best practices associated with the functionality and determining the appropriateness of specific policies/ procedures for implementation; Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments SDBIP and Strategic Plans; Referring to Council's schedule of meetings and, arranging and confirming the venue with due consideration given to the number of delegates attending and facilities required; Allocation secretarial resources in accordance with the status and complexity of meetings and approving completed schedules for execution; Develop a filing system through the conducting of an information audit, separating documents according to types and sources, compiling a user-friendly format of Council Resolution Register and compiling progress reports; Manages outcomes associated with utilization, productivity and performance of personnel within the Administration Section; Evaluating and presenting reports to the Director: Corporate Services detailing the Department's performance against specific measures; Initiating specific sequences (vote transfers, etc) in consultation with the Accountant and Management team aimed at regularizing expenditure; Negotiating contractual terms and conditions of maintenance contract to support office equipment with service providers/vendors; Manages the implementation of procedures and systems associated with controlling document flow and, quality systems/ statutory and audit requirements regulating record keeping; Preparing departmental circulars based on directives/ decisions taken at management/ council meetings, and analysing and formulating responses to correspondence received to facilitate clarification and understanding.

POST 3: 1 X SENIOR INTERNAL AUDITOR
DEPARTMENT: INTERNAL AUDIT
DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER
TASK GRADE: 13
SALARY SCALE: R473 465 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12 plus three (3) years National Diploma in Internal Auditing/ BCom Degree will be an added advantage or relevant qualification. Three (3) years relevant experience in the Municipal environment and at least 1 to 2 years' experience in conducting audits independently Knowledge of legislation and other prescriptions affecting the organisation (including financial and non-financial legislation).

COMPETENCE/SKILLS REQUIRED: Customer stakeholder Management, IT Audit Command Language (Audit Tool), Computer Literacy, good presenting skills, knowledge of MFMA Act, National Treasury Regulations, Global Internal Auditing Standards, Code of Ethics, Public Sector Risk Management Framework, Accounting Standards. Code 08 will be an added advantage.

KEY PERFORMANCE AREAS: Co-ordinates, plans, supervise and review audit programs to provide an independent, objective, assurance and consulting services to senior management through a systematic and disciplined approach to evaluate the internal controls. Control activities, accounting policies, procedures and practices, control self-assessment processes, performance management, loss control, corruption mitigation and forensic investigations and provide support to management in the discharge of their responsibilities by providing recommendations to management through Internal Audit Manager for improvements to the risk management and control framework to ensure the existence of a positive control environment within the organisation.

POST 4: 1 X ACQUISITION OFFICER
DEPARTMENT: SUPPLY CHAIN MANAGEMENT
DIRECTORATE: BUDGET & TREASURY OFFICE
TASK GRADE: 12
SALARY SCALE: R 420 534 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12 plus National Diploma in Supply Chain/Logistic/Purchasing/Economics/Accounting/Public Finance or equivalent relevant qualification, Code B driving license, at least 3 years' relevant experience in a Supply Chain in the municipal environment, and at least 1-year relevant experience in SCM environment. Certificate in Municipal Finance Management Programme (MFMP), CPMD. Thorough knowledge of Financial Acts and Regulations applicable to the Local Government Sector.

COMPETENCE/SKILLS REQUIRED: Strong negotiation, planning, and organizing skills; Performance Monitoring Skills; Excellent communication skills; Excellent writing and presentation skills; Attention to detail; Budgeting & Financial Analysis; Compliance & Regulatory Knowledge; Ability to Work Under Pressure; Integrity & Trustworthiness.

KEY PERFORMANCE AREAS: Scrutinizing captured requisitions to make sure they are correct in relation to votes, job numbers, fleet numbers, signing authorities, descriptions, delivery address; Checking orders in respect of quantities, values, product description, information captured; Finalizing Formal Written Quotation evaluations by checking necessary documentation for quality & Compliance; Updating reports for the Auditor-General and National/Provincial Treasury; Assist user departments with drafting of bid documents and bid notices; Verify SARS compliance and CIDB registration data, on tenders or RFQ's submitted; Verify correctness of Purchase Orders captured onto the financial system and create Purchase Orders in the Munsoft Procurement module; Advise user departments on SCM related legislation and system requirements; Maintains Irregular expenditure and advice on areas causing such expenditure; Advise user departments on contracts that should be addressed to ensure zero irregular expenditure; Participate and contribute to the development and implementation of SCM strategic, annual performance plans and operational plans

which are aligned to the Organizations' Strategic Plans; Provide input into the development, implementation, and review of the Supply Chain Management (SCM) systems and policies; Ensures that the municipality complies with all legislative requirements, MFMA, Treasury Regulations, Preferential Procurement, BBBEE codes, PPPFA, etc; Prepare and submit monthly reports on Tenders, RFQs and Orders issued.

POST 5: 1 X DEMAND MANAGEMENT OFFICER
DEPARTMENT: SUPPLY CHAIN MANAGEMENT
DIRECTORATE: BUDGET & TREASURY OFFICE
TASK GRADE: 12
SALARY SCALE: R 420 534 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12 plus A relevant 3-year qualification in Supply Chain/Logistic/Purchasing/Economics/Accounting/Public Finance, Certificate in Municipal Finance Management Programme (MFMP), CPMD, Code B driving license, at least 3 years' relevant experience in a Municipal environment, and at least 1 year experience in SCM Thorough knowledge of Financial Acts and Regulations applicable to the Local Government Sector

COMPETENCE/SKILLS REQUIRED: Performance Monitoring Skills; Excellent communication skills; Excellent writing and presentation skills; Attention to detail; Drive and tenacity to lead a multi-disciplinary team; Oral communication; Written Communication; Problem Solving; Planning and Organizing; High Attention to Detail; Analytical & Conceptual Thinking; Problem-Solving; Integrity & Trustworthiness; Adaptability & Flexibility; Ability to Work Under Pressure.

KEY PERFORMANCE AREAS: Implement relevant legislation, policies, regulations, frameworks, standards, guidelines and instructions, establish a SCM system within the SCM Unit and ensure effective and efficient systems of demand, acquisition, risk and performance, manage SCM compliance, abuse, complaints, enquiries and ethics management; Ensure the preparation and coordination of the institutional procurement plan; The ability to collect data, analyses for user requirements, maintain supplier database, to verify that sufficient funds are available and the implementation of an annual procurement plan; Ensure that all audit-related matters are dealt with and that where necessary, remedial action is taken and instituted; Ensure enquiries are attended to promptly and professionally in accordance with customer service standards and objectives; Verify if the utilized suppliers are registered on the Central Supplier Database; Verify if service providers are not on NT list of blacklisted suppliers; Advise and provide administrative requirements in Bid Specific Committee; Ensure that the procurement of goods and services is in line with the approved Departmental Procurement Plan; Apply appropriate procedures and bid systems to solicit responses in the form of quotations from service providers; Conduct price benchmarking for all users to ensure value for money; Monitor and analyse the entire supply chain management process and applied procedures in terms of regulatory requirements to ensure conformity to legislation; Support and advise the Manager Supply Chain Management on supply chain control, procedures and processes to achieve the strategic objective and goals of the municipality; Review the deviation register and report on monthly deviations; Guiding and advising project managers and other officials on the range of Formal tender processes, participating in, where requested, the planning and risk management of tenders – by applying knowledge and problem-solving skills, and planning critical paths of projects in consultation with user departments; Perform any reasonable instruction from the supervisor.

POST 6: 1 X STORES AND LOGISTICS OFFICER
DEPARTMENT: SUPPLY CHAIN MANAGEMENT
DIRECTORATE: BUDGET & TREASURY OFFICE
TASK GRADE: 12
SALARY SCALE: R 420 534 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12 plus National Diploma in Accounting /Logistics/Supply Chain Management or equivalent relevant qualification, Certificate in Municipal Finance Management Programme (MFMP), CPMD, Code B driving license, at least 3 years' relevant experience in a Logistics Management in the municipal environment, and at least 1 year experience in SCM Thorough knowledge of Financial Acts and Regulations applicable to the Local Government Sector, Proven experience of managing Municipal Stores

COMPETENCE/SKILLS REQUIRED: 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, Technical Proficiency, Compliance & Regulatory Knowledge, High Attention to Detail, Analytical & Conceptual Thinking, Adaptability & Flexibility, Ability to Work Under Pressure.

KEY PERFORMANCE AREAS: Verify supplier documentation received from stores clerk against physical items and verify quantity and specifications prior to acknowledging receipt or recording short delivery/ damages on the documentation; Prepare monthly reconciliations and monthly reports on stock movement; Code stock received in accordance with control procedures and positions items in the appropriate location; Monitor stock levels against established safety stock levels, identify slow moving/ aged items and seek approval on changes to stock control guidelines; Conduct stock counting sequences, apply control procedures using specific coding/ labels to indicate counted stock and quantities; Receive and refer to approved transactional documentation to identify requirements, access specific items and check quantities prior to the issue; Collate and verify transactional documentation (requisitions, delivery notes, etc.) and forward for further processing and/or resolving of queries on pricing /discounts, etc; Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in need for stock adjustments and forward for perusal, processing and approval; Receive stock schedules form stores clerk detailing the quantity of stock on hand, reason for specific variances and the need for stock adjustments and process and approval; Update stock registers and control sheets, reflecting opening balances, movement and stock on hand; Update and maintain records and file transactional, instructional and procedural documentation in alpha-numeric sequence to facilitate retrieval; Perform Stock Stake on a quarterly and yearly basis; Render stores management; Supervise administrative and inventory control duties of the clerk to ensure efficient store operations, including data capturing, stocktaking, issuing and receiving of stock, maintaining records, and ensuring good housekeeping within the stores/inventory environment is adhered to; Representing the department by participating in various meetings (committees, working groups, internal and external reports, and providing comments/ opinions on matters specific to stores management; Identify redundant, non-serviceable and obsolete inventory and recommend disposal to the immediate supervisor for further implementation.

POST 7: 1 X SCM OFFICER: CONTRACTS, PERFORMANCE & RISK MANAGEMENT

DEPARTMENT: SUPPLY CHAIN MANAGEMENT

DIRECTORATE: BUDGET & TREASURY OFFICE

TASK GRADE: 12

SALARY SCALE: R 420 534 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12 plus National Diploma in Accounting, in Supply Chain Management or equivalent qualification, Certificate in Municipal Finance Management Programme (MFMP), CPMD, Code B driving license, at least 3 years' relevant experience in Supply Chain Management in the Municipal environment, Thorough knowledge of Financial Acts and Regulations applicable to the Local Government Sector

COMPETENCE/SKILLS REQUIRED: Strong negotiation, planning, and organizing skills, Performance Monitoring Skills, Excellent communication skills and negotiating skills, Excellent writing and presentation skills, Attention to detail, Drive and tenacity to lead a multi-disciplinary team, Sound report writing skills and numerical, alphabetical and written accuracy, Understands local government policies and legislation, Investigate alternative vendors or products to improve cost, quality & delivery ratios, Identify concerns and improvement areas that need to be addressed in terms of monitoring data, Manage resources to achieve the project objectives, Structures written documents in a logical framework, Successfully completes projects / assignments within time and budget allocations, Honours the confidentiality of matters and does not use it for personal gain or the gain of others.

KEY PERFORMANCE AREAS: Administering concluded contracts, interacting with departments to establish compliance with specifications, terms, and conditions of the contract; Administering contracts effectively in accordance with the Council policies, procedures and compliant with applicable legislative requirement; Interacting with Project Managers about the signing of contracts and Service Level Agreements for all contracts entered by the Council; Ensuring that all contracts are accurately recorded on the contract Register and regularly updated; Reviewing contracts on the contract register and commitment register to ensure their validity; Co-ordinating and controlling the application of the procedures in respect of supplier performance monitoring and contract management; Preparing reports on non-performing / poor performing companies and recommends the appropriate actions to be taken to remedy the situation; Supervising activities of the personnel to ensure that work performed meets acceptable standards and is completed within agreed upon timelines; Maintain contract register in a format provided by Provincial Treasury; Liaising and ensuring that sufficient documentation is obtained for all contracts entered into in terms of Section 32 of the SCM Policy; Administer good corporate governance and procurement risks within SCM processes; Attend to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality; Keep abreast of developments, emerging trends and latest technologies with scm; Drafting of tender notices/ adverts and/ or formulation of contracts in respect of procuring and appointing vendors/ service providers for the delivery of specific services; Verifying the enterprise information of tender applications received against the online Companies and Intellectual Property Commission database (CIPC) and ensure that the data submitted is consistent; Verifying declarations of Interest in order to ensure compliance with SCM Regulation 44 & 45 regarding persons in the service of the state, by checking available data including Payroll records of Municipality, Provincial and National Government; Verifying the prohibition status of bidders on the National Treasury List of Restricted Suppliers and Register for Tender Defaulters on the National Treasury Website; Verifying the status of contractors with the Construction Industry Development Board on the website; Monitoring of variation orders issued and update the commitments register with issued variation orders; Addressing workplace conflict/ conduct through the initiation and coordination of consultative processes and implementation of specific disciplinary procedures; Defining skill gap and training needs and activates procedural sequences aimed at developing and capacitating individuals; Maintain irregular expenditure and advise on areas causing such expenditure; Advise user department on contracts that should be addressed to ensure zero irregular expenditure.

POST 8: 2 X TRAFFIC OFFICERS
DEPARTMENT: TRAFFIC DEPARTMENT
DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES
TASK GRADE: 8
SALARY SCALE: R 238 018 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12, Registered Traffic Officer and an Examiner of driving licence will be added as an advantage, One (1) year as a Traffic Officer

COMPETENCE/SKILLS REQUIRED: Mentally fit, Must be able to work in all weather conditions.

KEY PERFORMANCE AREAS: Performs activities/ tasks associated with maintaining law, order and safety through the application of laid down policing, protection, and rescue procedure; Attending court when required to give evidence; Attending to processes aimed at ensuring compliance with laws, by-laws and regulations 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 9: 1 X SENIOR CLERK: ACQUISITION
DEPARTMENT: SUPPLY CHAIN
DIRECTORATE: BUDGET & TREASURY OFFICE
TASK GRADE: 7
SALARY SCALE: R 211 406 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Matric plus National Diploma or Degree in Supply Chain Management or relevant Finance qualification. 2-3 years' relevant experience within Supply Chain in Local Government and supervisory experience. Completed a Certificate Programme in Management Development (CPMD) will be an added advantage. Knowledge of the National Regulations relating to Supply Chain Management and Preferential Procurement Policy Framework (PPFFA).

COMPETENCE/SKILLS REQUIRED: Computer literacy. Communication skills. Integrity and the ability to deal with confidential information are essential. Excellent verbal and writing skills. Planning and organizing skills ability. Efficient and accurate with attention to detail. Decision making skills and ability to work well under pressure.

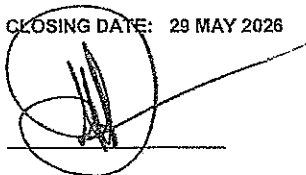
KEY PERFORMANCE AREAS: Participate in Bid Committees as a member or secretary; Review draft tender and RFQ documents; Capture and issue tender and RFQs numbers; Conduct Briefing and Site Meetings; Draft adverts for tenders and RFQs; Ensure the advertising of all tenders is in accordance with SCM Policy and SCM Policy Regulations; Advertise within 5 days of receipt of approved specifications; Facilitate the closing and opening of bids; Prepare and submit Tenders and RFQ registers monthly to SCM Manager; Prepare and submit a Purchase Order Report monthly to SCM Manager; Publish Bid Opening Register on the website; Update electronic filing on the SCM shared drive; Filing of documents.

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 Councilors 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: 29 MAY 2026

A handwritten signature in black ink, appearing to read 'P. M. KATE', is written over a circular stamp. The signature is written in a cursive style. A horizontal line is drawn across the bottom of the signature.

MR. P. M. KATE: MUNICIPAL MANAGER

