

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: PMU

DEPARTMENT: PMU SECTION

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 17

SALARY SCALE: R836 539 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12 plus a recognized National Diploma/Bachelor's Degree/B. Tech in Built Environment, Civil Engineering, Construction Management, Project Management. Project Management qualifications or certificates will be an added advantage. Minimum of 5 years' relevant experience in infrastructure project management, of which at least three (3) years should be at a supervisory or management level. Experience in managing Municipal Infrastructure Grant (MIG) projects. Knowledge of MIG administration, A valid driver's license.

COMPETENCE/SKILLS REQUIRED: Infrastructure and project management expertise. Financial and contract management. Report writing and presentation skills. Stakeholder engagement and communication. Problem solving and decision-making abilities. Knowledge of local government legislation and grant funding frameworks. Knowledge of Supply Chain Management at Municipal Level.

KEY PERFORMANCE AREAS: Managing the Municipal Infrastructure Grant (MIG) programme and other capital infrastructure projects. Coordinating project identification, prioritization, feasibility studies, and business planning processes. Ensuring alignment of infrastructure projects with the Integrated Development Plan (IDP), SDBIP, and municipal strategic objectives. Managing contracts with consultants and contractors and ensuring compliance with SCM legislation and policies. Monitoring project budgets, cash flows, expenditure, and grant utilisation. Coordinating project implementation, quality assurance, and performance monitoring. Preparing and submitting monthly, quarterly, and annual reports to municipal, provincial, and national stakeholders. Maintain the MIG Management Information System (MIS) and project databases. Facilitate stakeholder engagement, community participation, and intergovernmental coordination. Managing PMU staff, consultants, and service providers. Ensuring compliance with the MFMA, Municipal Systems Act, Division of Revenue (DoRA), MIG Framework, and other applicable legislation.

POST 2: SENIOR CLERK: BILLING

DEPARTMENT: BILLING SECTION

DIRECTORATE: BUDGET & TREASURY OFFICE

TASK GRADE: 7

SALARY SCALE: R211 406 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12, Certificated in Bookkeeping/ Accounting – NQF Level 5, 2 years' relevant experience in the financial environment within the Local Government sphere

COMPETENCE/SKILLS REQUIRED: Demonstrates effective oral and written communication, Computer literate in MS Word/ Excel, Attention to detail, ability to work under pressure, Knowledge of the financial system in use by the municipality

KEY PERFORMANCE AREAS: Implements sequences with the verification and provision of information related to the Revenue transactions; Controls the key performance areas and critical outputs of personnel with the Billing Branch; Coordinating the recording and processing procedures of income transactions against services rendered; Performs specific sequences associated with intra and interdepartmental management staff and external stakeholders; Verifying and preparing information extracted by Consolidated Billing Database, compiling statistical graphs and reports, and submitting for management purposes; Performing debtor's reconciliations to maintain an accurate, complete and valid levy payer account.

POST 3: 6 X FMG INTERNS (24 MONTHS CONTRACT)

DEPARTMENT: FINANCE

DIRECTORATE: BUDGET & TREASURY OFFICE

SALARY SCALE: R100 000 per annum (no council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12, National Diploma or Degree (Minimum of 3 year qualification) in Auditing or Accounting with Auditing and Accounting as major subjects.

COMPETENCE/SKILLS REQUIRED: Computer Literacy

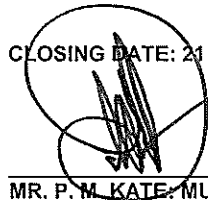
KEY PERFORMANCE AREAS: Implementation of GRAP and budget reforms, Financial and Performance Reporting; Assist in the different functions within the Budget and Treasury Office; Asset Management, Revenue Management, Expenditure Management, Supply Chain Management and Budget and Reporting Management; Assist user departments with the financial related matters; Advise the CFO on financial matters that need attention; Contribute towards departmental performance.

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: 21 JULY 2026



MR. P. M. KATE: MUNICIPAL MANAGER