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, Riebeek East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position based in Makhanda Alicedale & Riebeek 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: **MANAGER: TRAFFIC AND LICENSING SERVICES**

SECTION: **TRAFFIC AND LICENSING SERVICES**

DIRECTORATE: **PUBLIC SAFETY AND COMMUNITY SERVICES**

TASK GRADE: **17**

SALARY SCALE: **R 876 275 (plus normal council benefits)**

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12 registration as a Traffic Officer, Registration as an Examiner for Driving Licences: Registration as an Examiner of Vehicles: Grade – A, B – Tech/ Advanced Diploma in Traffic Management/ Road Traffic and Municipal Police Management/ LLB/ Public Administration/ Public Management (NQF Level 7), Certificate in Municipal Finance Management or 18 months to obtain the certificate. 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 and management of finances

KEY PERFORMANCE AREAS: Manages and controls 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/ learners licence testing and motor vehicle license through the co-ordination of preparations and quality systems and approval/ certification processes in accordance with statutory legislation (National Roads 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 the Superintended on specific key Performance Areas (Law Enforcement, Vehicle, Driver's/ 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 Unit 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. Analysing 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 the 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 ASSET MANAGEMENT MANAGER**

DEPARTMENT: **FINANCE**

DIRECTORATE: **BUDGET & TREASURY OFFICE**

TASK GRADE: **16**

SALARY SCALE: **R724 838 (plus normal council benefits)**

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12. A relevant 3- year National Diploma or Bachelor's Degree in accounting, Commerce, Financial Management, or Asset Management. 5 to 8 years of relevant experience in asset or financial management, with several years at a supervisory or middle- management level.. CPMD Certificate. Valid Driver's License.

COMPETENCE/SKILLS REQUIRED: High- Level computer literacy (including enterprise resource planning or specialized financial management systems), strong leadership and communication skills. Develop and execute long term asset management policies, operational plans, and lifecycle frameworks (acquisition, maintenance, and disposal). Compliance & Governance: Ensure complete compliance with regulatory guidelines like Municipal. Finance Management Act (MFMA) or Public Finance Management Act (PFMA) and Standards of Generally Recognized Accounting Practice (GRAP). Asset Register Control: Maintain an accurate, up-to-date computerized asset register covering movable and immovable property, plant and equipment. Risk & Audit Management: Led internal and external audit processes for assets, reconcile discrepancies, and implement internal controls to prevent losses, theft or damage. People & Resources Management: Supervise departmental staff, manage unit budgets, and coordinate cross- departmental operations.

KEY PERFORMANCE AREAS: Providing input to the immediate, short-and long- term objectives/plans of the Asset Management Accounting section by: Giving suggestions for BTO strategy, plans and budgets. Participating in the development of the Integrated Development Plan and Annual Report of the District Municipality. Analysing and aligning operating capacity and capabilities of the section to deliver against specific key performance areas. Analysing Asset Management Accounting trends and compiling reports. Preparing and Presenting reports detailing the status of Asset Management Accounting issues for inclusion into Council/Committees agendas/specific reports. To ensure critical Performance indicators are identified, and specific measures are established to enable and guide the department to plan, manage and/or prioritise outcomes accordingly. Assisting in the development of specific policies, procedures, systems and controls associated with key functional areas embodied in the section by: Analysing and making recommendations on legislative framework relevant to Asset Management policies, process flow diagrams and procedure manual. Coordinating reviews of the municipality's policies, procedures, systems and controls related to assets: Reporting promptly on any deviations from the regulations and policies to the Asset Manager: and keeping abreast of changes in legislation that have a direct impact on the Asset Management policy. To ensure adherence to policies and procedures, identify opportunities for improvement and facilitate continuous improvement to achieve better audit outcomes. Providing leadership and direction to the Asset management section: Defining/Adjusting the role boundaries, workflow process and job design against laid down service delivery requirements and statutory financial regulations, referring to good and accountable financial management and governance. Setting standards for individual and overall performance and taking steps to ensure it operates as a high performance and effective team: Conducting appraisals to measure performance against agreed objectives, 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 of competency demonstrated.

POST 3: **MANAGER: COMMUNICATIONS**

SECTION: **COMMUNICATIONS**

DIRECTORATE: **OFFICE OF THE MUNICIPAL MANAGER**

TASK GRADE: 16

SALARY SCALE: R 724 838 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12, Bachelor's Degree (NQF Level 7) in Communications Journalism Public relations Media studies Marketing Public Administration or an equivalent qualification. Three (3) years' relevant communications experience. At least two (2) years in a supervisory or management role. Experience within local government will be an added advantage.

COMPETENCE/SKILLS REQUIRED: Excellent written and verbal communication, Media liaison, Public speaking, Strategic planning, Report writing, Stakeholder engagement, Project management, Presentation skills, Budget management, Conflict management, Negotiation, Leadership, Computer literacy. Strategic capability, Results orientation, Accountability, Integrity, Customer focus, Innovation, Decision – making, Relationship management, Communication, People Management, Financial Management.

KEY PERFORMANCE AREAS: Develop and implement the Municipal Communication Strategy. Align communication programmes with the Integrated Development Plan (IDP). Service delivery and Budget Implementation Plan (SDBIP), and municipal strategic objectives. Advice the Municipal Manager and Executive Management on communication matters. Coordinate communication plans for municipal programmes and projects. Build and maintain positive relationships with print, radio, television and digital media. Prepare media statements, speeches, press lease and briefing documents. Coordinate media interviews and press conferences. Monitor media coverage and prepare media analysis reports. Respond promptly to media enquiries. Promote a positive image of Makana Municipality. Support public participation programmes. Strengthen relationships with community organisations, government departments, business and civil society. Produce staff newsletters and internal publications. Promote employee awareness of municipal policies and programmes. Manage the municipality's website content. Coordinate municipal social media platforms. Ensure timely publications of municipal notices. Monitor online engagement. Protect and enhance the municipality's digital reputation. Ensure compliance with municipal branding guidelines. Coordinate branding for municipal events. Manage production of promotional material. Promote a consistent corporate identity. Organise official ceremonies. Manage communication logistics during events. Coordinate protocol arrangements where required. Develop crisis communication plans. Coordinate communication during service delivery disruptions, disasters and emergencies. Ensure accurate and timely disseminations of information. Advise leadership on communication risks. Promote community awareness of: Council meetings, IDP consultations, Budget consultations, By-laws, Public notices, Service delivery programmes. Prepare and manage the communication budget, Monitor expenditure, Manage procurement of communication services, ensure compliance with SCM policies, Manage contracts relating to communication services. Supervise communication subordinates, Conduct performance management, Identity training needs, promote staff development, manage leave and discipline.

POST 4: **1 X ACCOUTANT: ASSET & INSURANCE MANAGEMENT**

DEPARTMENT: **FINANCE**

DIRECTORATE: **BUDGET & TREASURY OFFICE**

TASK GRADE: **12**

SALARY SCALE: **R440 509 (plus normal council benefits)**

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12. A 3- year National Diploma or Bachelor's Degree (NQF Level 6/7) in Financial Accounting, Cost and Management Accounting, or equivalent. Valid Drivers License. 1 to 5 years of appropriate experience in financial accounting in the local government sector environment. Valid Driver's License.

COMPETENCE/SKILLS REQUIRED: Practical background in maintaining fixed asset registers, asset verification, risk management, or insurance portfolio handling within an organization. Strong understanding of the Municipal Finance Management Act (MFMA) where applicable, and National Treasury Regulations and Graap standards. Knowledge of Generally Recognised Accounting Practice (GRAP) and Generally Accepted Accounting Practice (GRAAP). Familiarity with government- specific or enterprise systems (such as BAS, SAP, or CaseWare, Financial System used. Computer Literacy

KEY PERFORMANCE AREAS: Recording of assets according to specific accounting procedures associated with acquisition and disposal of: Allocate a new asset code and record in the asset register, together with all the relevant information, e.g. date acquired, value, etc. place a bar code on the item and liaise with the user department for collection/ delivery. Monitor asset location records by advising that user departments sign for incoming and transferring of assets. Monitoring the status of records associated with the assets of the Municipality, applying internal control procedures to check, verify update and maintain acquisition, valuation and location details. Using specific formulae and factors to calculate depreciation for inclusion into financial reports. Participate in the annual asset verification process to ensure that all asset locations correspond to the asset register. Facilitate the process whereby user departments maintain an accurate record of assets and report to supervisor. Capturing the date of disposal, realized amount, details on disposal, and Council resolution. Investigating items identified by the AG that are related to assets and report findings to the supervisor. Performs specific sequence associated with maintaining electronically based information/data and files/records by: Applying data storage/recovery procedures to back-up information and records on the Asset Register. Updating files and record keeping systems using sequential alpha-numeric references to code documentation/ correspondence and reports and/or retrieving specific information to support processing adjustments/ queries. Reporting to the immediate supervisor on the adequacy of current recordkeeping systems (Electronic/Documented form) with a view to improving controls on access, confidentiality and circulation of information. Assists with the preparation of necessary reports, records and registers, providing relevant feedback to immediate supervisor.

POST 5: **1 X RISK & COMPLIANCE OFFICER**

SECTION: **RISK MANAGEMENT UNIT**

DIRECTORATE: **OFFICE OF THE MUNICIPAL MANAGER**

TASK GRADE: **12**

SALARY SCALE: **R 440 509 (plus normal council benefits)**

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12, B. Degree in Accounting/ Risk Management – NQF Level 7 Code EB driving license. 3 years experience.

COMPETENCE/SKILLS REQUIRED: Accuracy working with data, Technical proficiency, Good Analytical and interpersonal skills, Communication skills.

KEY PERFORMANCE AREAS: Developing, maintaining and implementing risk management processes through the risk management policy, framework, policy statements, risk plan and risk policy which includes credit risk, operational risk, treasury risk financial risk. Identifying potential breakdowns in internal controls and corporate governance that could have the potential to compromise business. Monitoring and reviewing the implementation of risk management processes in keeping with auditing standards, ITS Regulatory Framework to ensure the proactive assessment of the current state of controls Coordinating with external stakeholders on broader effective and efficient risk management strategies to enhance risk management. Managing resources to render an effective and efficient risk management service. Compiling and maintaining the implementation of approved budgets, analyzing and correcting/ approving deviations of incidental costs pertaining to risk management. Assessing and monitoring the Asset Management policy for compliance and ensuring adequate internal control systems and procedures are implemented from a risk assessment perspective. Detailing the functionality's objectives and goals and the Municipality's standards and requirements in terms of risk strategies. Communicating the Municipality's risk Management framework to all stakeholders in the municipality and monitoring its implementation. Reporting risk intelligence to the Risk Manager. Verifying that all financial reports and reporting procedures with respect to the section are adhere to and that all associated risks are identified and assessed and reported on accordingly. Monitoring the process of the asset insurance report to ensure that the assets are properly insured in order to avoid associated risks.

POST 6: **1 X WASTE MANAGEMENT OFFICER/ PRACTITIONER**

SECTION: **CLEANSING DEPARTMENT**

DIRECTORATE: **PUBLIC SAFETY & COMMUNITY SERVICES**

TASK GRADE: 11

SALARY SCALE: R373 129 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12, Degree / B-tech or equivalent in Environmental Management.

COMPETENCE/SKILLS REQUIRED: Must be healthy, physically fit and be able to respond during emergencies, Attention to detail, Problem solving, Interpersonal skills, Knowledge of hazardous waste handling and environmental safety protocols. Understanding of waste reduction recycling.

KEY PERFORMANCE AREAS: Clearing illegal dumping sites/ Refuse collection in Makana. Responsible for the compliance of landfill sites. Responsible for cleansing personnel. Assisting in the reviewing and formulation of policies and bylaws to waste management. Monitor and evaluate waste management processes. Investigate and address waste-related complaints and operational issues. Oversee hazardous waste handling and ensure safe disposal procedures. Prepare reports on waste management activities.

POST 7: 1 X DISASTER MANAGEMENT OFFICER

SECTION: FIRE DEPARTMENT

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 11

SALARY SCALE: R373 129 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12 coupled with a Tertiary qualification in disaster training. Community liaison and must be knowledgeable of Councils Procedures. Code 08. Must have two (2) – three (3) years relevant experience as a Disaster Officer.

COMPETENCE/SKILLS REQUIRED: Computer literacy. Bilingualism. Negotiation skills. Communication skills. Ability to implement, understand and interpret legislation, procedure and regulations. Able to handle street. Abel to work under pressure.

KEY PERFORMANCE AREAS: Disaster control and coordination. Conduct risk assessment and planning. Stakeholder education and awareness. Office administration. Comply with all applicable requirements, rules, regulations and legislation. Utilize material and equipment in an affective and economical manner. Liaison with sector departments, NPO's and NGO's, Attend meetings. Form part of the preparation of disaster management plans. Events Management.

POST 8: 1 X MANAGEMENT REP DRIVING LICENSE

DEPARTMENT: TRAFFIC DEPARTMENT

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 11

SALARY SCALE: R373 129 (plus normal council benefits)

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 12, Registered as examiner of driving license Grade A. No Criminal record. Must have an Enatis user number or be able to obtain it. Three (3) year experience as an examiner. Previous Management Rep experience as an added advantage.

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

KEY PERFORMANCE AREAS: Co-ordinates and controls the application, and procedures associated with driving license and learners license testing (Enatis functions) as per available staff. Supervising application forms (DL1, LL1 and Prdp) including foreign and converted licenses. Conducting LEU test, learners license and driving license test as per K53 and legislation. Supervise examiners of driving license. Liaise with department of transport in respect to inspection, oral test. Monitoring and controlling maintenance of test yard, test route, and equipment. Order test books. Liaising with internal and external role players pertaining to functionality of the section. Address workplace conflict including public. Compile monthly reports as per section. Administrative functions and record keeping including monthly reports. Attend meetings held by the Department of Transport. Receiving directives from the Senior Superintendent and implement procedures and manuals as per legislation and council policies.

POST 9: **2 X PROCESS CONTROLLER**

SECTION: **WATER**

DIRECTORATE: **ENGINEERING AND INFRASTRUCTURAL SERVICES**

TASK GRADE: **9**

SALARY SCALE: **R280 719 (plus normal council benefits)**

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Grade 10, code 8 driver's license, Water Process Controller NQF3 or any equivalent qualification, DWS Class 4 registration certificate. 3 years The incumbent will be stationed James Kleihans Water Treatment works water treatment works. The incumbent must however be prepared to work in any of Makana Municipality treatment plants.

COMPETENCE/SKILLS REQUIRED: Must be able to work with chemicals. Perform & analysing tests (Jar Test). God report writing skills. Must be computer literate. Computer literate will be added as an advantage.

KEY PERFORMANCE AREAS: Insure a non-interruption supply of best quality water. Operate the process of water purification from raw water inlet to final water distribution complying with **SANS241**. Conduct sampling & analyzing of test. Take meter readings. Record & capture data. Submit weekly / monthly reports. Supervise subordinates and any other related duties as instructed by the supervisor. To operate sewage treatment works efficiently and effectively to ensure the continuous discharge of sewage effluent. Perform and analyze laboratory tests. Operate according to the requirements of the Acts. Undertaking the removal of pumps and motors together with artisan during repairs as and when required. Performing al housekeeping at the plants.

POST 10: **3 X OPERATOR/ PROCESS CONTROLLER**

SECTION: **WASTE WATER TREATMENT WORKS**

DIRECTORATE: **ENGINEERING AND INFRASTRUCTURAL SERVICES**

TASK GRADE: **9**

SALARY SCALE: **R280 719 (plus normal council benefits)**

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Water Process Controller NQF3, or N6 in Water Care or N6 Civil Engineering. 3 years, DWS Class 4 registration certificate.

COMPETENCE/SKILLS REQUIRED: must be prepared to work in any of Makana Municipality treatment plants. Must be able to work with chemicals. Perform & analyzing of tests (Jar test), must be on standby to work overtime. Good report writing skills. Must be computer literate. Code 08 driver's license. Computer literate will be added as an advantage.

KEY PERFORMANCE AREAS: Insure a non-interruption supply of best quality water. Operate the process of water purification from raw water inlet to final water distribution complying with **SAN241**. Conduct sampling & analyzing of test. Take meter readings.

Record & capture data. Operate to the required of the acts. Submit weekly/ monthly reports. Supervise subordinates and any other related duties as instructed by the superior. To operate sewage treatment works efficiently and effectively to ensure the continuous discharge of sewage effluent. Perform and analyze laboratory tests. Operate according to the requirements of the Acts. Undertaking the removal of pumps and motors together with artisan during repairs as and when required. Performing of all housekeeping at the plants.

POST 11: **2 X SHIFT PLUMBERS**

DEPARTMENT: **WATER DEPARTMENT**

DIRECTORATE: **ENGINEERING & INFRASTRUCTURAL SERVICES**

TASK GRADE: **10**

SALARY SCALE: **R316 061 (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 working as Artisan Plumber.

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. Required to work in all weather conditions. Required to work shift system.

KEY PERFORMANCE AREAS: Interprets and co-ordinates specific pre-work/ site requirements regarding installation, repairs & planned and predictive maintenance sequences and guides the activities of personnel. Coordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline within the functionality. Coordinates activities associated with the 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 (vehicles checklist, faulty pumps, water leaks etc.) Performs specific activities associated with communications.

POST 12: **1 X ARTISAN MECHANIC**

DEPARTMENT: **WORKSHOP**

DIRECTORATE: **ENGINEERING & INFRASTRUCTURAL SERVICES**

TASK GRADE: **10**

SALARY SCALE: **R316 061 (plus normal council benefits)**

MINIMUM QUALIFICATION AND DESIRED EXPERIENCE: Trade tested Petrol/Diesel Mechanical Artisan, Driver's license Code 10. Three (3) year relevant experience on the Motor Mechanic both petrol and diesel motors.

COMPETENCE/SKILLS REQUIRED: Good health, Physically fit, Good communication skills and Supervisory skill.

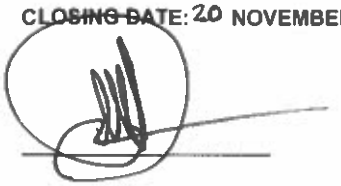
KEY PERFORMANCE AREAS: Communicating with the immediate supervisor and establishing material and resources necessary for a specific work orders. Interacting with Stores and checking allocated components and material for job cards prior to commencing with loading. Checking the status of machinery, equipment/plant and communicating any malfunction to the immediate supervisor. Attending to the repairs, maintenance and installations of mechanical components e.g pipes, valves fitting etc, Monitoring of mechanical component and devices and replacing defectives parts, Coordinating the cleaning and removing of blockages or other forms of bebris from inlets/outlets restricting flow of fluid/ lubricants to movable parts and replacing broken/ defective pipes. Keeping informed of the new developments, legislation, circulars and policies. Submitting reports and relevant document to the immediate superior.

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: 20 NOVEMBER 2026



MR. P. M. KATE: MUNICIPAL MANAGER