



# MAKHUDUTHAMAGA MUNICIPALITY

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JANE FURSE

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## MAKHUDUTHAMAGA LOCAL MUNICIPALITY

Makhuduthamaga local municipality invites suitably qualified applicants to apply for the under-mentioned positions.

### **1. MANAGER EXECUTIVE SUPPORT**

**Basic Salary: R 234 243.54**

(5years fixed term contract)

**Requirements:** Grade 12, B. Degree/equivalent qualifications,  
3 years experience in municipal environment.

Key performance areas:

- ✓ Manage local community groups, tribal authorities, non-governmental organizations, community workers, councils, particularly those with a social inclusion focus, to support and enhance community and target group participation
- ✓ Facilitate community input into the Community Development strategies and programmes.
- ✓ Management of Youth development
- ✓ Manage relevant organizations in developing their organizational structures and role within the community and in particular mechanisms to ensure the reciprocal flow of information between the community, organizations and the municipality.
- ✓ Work with other municipality staff in identifying and making recommendations or other significant / relevant policy submissions to address the social inclusion needs of communities that the municipality is not currently aware of.
- ✓ Assist the Mayor in the development, implementation and reporting in relation to service delivery activities.
- ✓ Prepare reports/submissions for the Mayor for presentation in Council.
- ✓ Supervise the visits by provincial, National and foreign delegations
- ✓ Manage, both qualitatively and quantitatively, interim and final programme reports, including financial reports.
- ✓ Issue monthly reports to the Supervisor and relevant recipients to inform of the progress on community / special programmes and activities, e.g. AIDS advocacy programmes.
- ✓ Carry out any other community liaison related duties that may arise from time to time.

### **2. SENIOR INTERNAL AUDIT OFFICER**

**Basic Salary: R 201 215.81**

**Requirements:** Grade 12, B. Comm. Auditing/Diploma in Auditing or equivalent.  
Minimum 3 years experience.

Key performance areas:

- ✓ Manage and control processes and procedures associated with the formulation of the Municipality's risk based Audit Plan.
- ✓ Interpreting legislative requirements and discussing with the immediate Municipal Manager/Audit Committee, the structure of the plan and program.
- ✓ Manage applications, procedures and processes associated with specific statutory financial responsibilities and functions/ activities of the Municipality
- ✓ Researching key compliance aspects related to controls, risk, accounting procedures and practices, performance management and loss control for inclusion into the plan and program.
- ✓ Interacting and providing information and opinion on researched issues to the municipal Manager/ Audit Committee, commenting specifically on the appropriateness of the Plan/ Program against internal processes
- ✓ Responding to queries/ questions, through the collection of factual information and/ or presenting and elaborating on findings to substantiate outcomes
- ✓ Collaborating with external official departments, professional bodies on audit procedural applications and principles with a view to aligning internal processes
- ✓ Providing advice to heads of internal departments on the re-alignment of specific processes, roles and responsibilities to maintain compliance with statutory legislation
- ✓ Perform any others duties that may be required from time to time

### **3. Law Enforcement (Traffic Officer) x10**

**Basic Salary: R 122 679.28**

**Requirements:** Grade 12, Diploma in Traffic will be added as advantage. Code: C1 drivers' license.

Key performance areas:

- ✓ Communicating with the Control Room and attending to traffic bottlenecks caused through accidents, breakdown or peak hour congestion.
- ✓ Patrolling and observing the streets and suburban areas and identifying with non conforming practices.
- ✓ Patrolling and observing the streets and suburban areas and identifying with non conforming practices.
- ✓ Communicating with the offender and/ or interacting with the Control Room or South African Police Services to facilitate arrest for more serious offences.

- ✓ Escorting duties.
- ✓ Perform any other duties that may required from time to time

#### **4. Examiner of Motor Vehicle**

**Basic Salary: R 158 672.85**

**Requirements:** Grade 12, with two to three years relevant experience.  
Diploma/equivalent qualification, Code: C1 drivers' license.

Key performance areas:

- ✓ Checking details of application received against identification and/ or relevant supporting documents.
- ✓ Applying written/ oral testing sequence, moderating results and, establishing and informing applicants of outcomes.
- ✓ Determining mechanical roadworthiness of all codes of vehicles in accordance with Road Safety and Traffic legislations, conducting visual tests and using electronic test equipment to establish conformance/ deviations with specifications and/ or driving vehicles to assess braking/ steering performance prior to issuing certification.
- ✓ Perform any other duties that may required from time to time

#### **5. Technician: Projects**

**Basic Salary: R 158 672.85**

**Requirements:** Grade 12, and Diploma in Civil Engineering, with two to three years relevant experience. Code: C1 drivers' license.

Key performance areas:

- ✓ Coordinate the implementation of all infrastructure projects within the Municipality area of jurisdiction.
- ✓ Monitor the implementation of Legislations related to infrastructure management.
- ✓ Provide the support to the Municipality in the development of the IDP with regard to infrastructure.
- ✓ Monitor contractors and consultants during the implementation of the projects.
- ✓ Monitor project budget and expenditure.
- ✓ Ensure that projects are completed within time, budget and required quality.
- ✓ Perform any other duties that may be required from time to time.

#### **6. Accountant: Assets (Re-advertisement)**

**Basic Salary:** R 201 215.81

**Requirements:** Grade 12, BCom Accounting degree, with 3 years experience.

Key performance areas:

- ✓ Embrace and implement GAMAP/GRAP requirement within financial management processes.
- ✓ Update assets register.
- ✓ Ensure the asset register is GRAP compliant.
- ✓ Implement a credible inventory management system to trace inventory movement, requisitioning, levels management.
- ✓ Instil asset accounting systems to determine depreciation and appreciation impact.
- ✓ Reconcile the asset register with the Ledger.
- ✓ Implement an asset management policy within the MFMA requirements and National Treasury regulations.
- ✓ Perform any other duties that may be required you time to time

OPENED 20 November 2011 AND CLOSE ON 02 December 2011

Strictly no Z83.Late, faxed or e-mailed application will not be accepted.

ENQUIRIES: Thobejane C.T

HR Department

TEL-013 265 8619

To apply you write application letter, attach CVs and certified copies of qualifications. Applicants should be hand delivered or post to Acting Municipal Manager, Makhuduthamaga Municipality, Private Bag x434 Jane Furse 1085.

The municipality is an equal opportunity, affirmative action employer and endeavors to employ disabled people, where possible. Women and disabled people are encouraged to apply.

MR ME MOROPA

Acting Municipal Manager