



Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned vacancy

1. MPAC and section 79 committees: Researcher (permanent)

Basic salary: R 234 443.80 (Excluding benefits)

Requirements: Grade 12/ Matric Certificate. B.Admin/development studies/LLB or equivalent.5 year's relevant experience

KPA'S:

- ❖ Co-opt advisory support to the MPAC and section 79 committee as per Section 79 and 80* of structures Act,1998,
- ❖ Do research work for the committees,
- ❖ Help in developing a working programme annually,
- ❖ Make recommendations to council after findings,
- ❖ Work with the committees to undertake investigation and compile over site reports to enhance good governance, interrogates reports (A-G, Audit committee, annual reports and financial statements-AFS), interview stakeholders to gather information (e.g. Community members, municipal officials, Councillors and etc).
- ❖ Benchmark Committee's activities as well as functionality with other Municipalities.
- ❖ Ensure that MPAC and section 79 committees reports are tabled in Council and track implementation of MPAC and section 79 committees resolution by council.

2. MPAC Coordinator

(Contract linked to the term of office of the incumbent)

Basic Salary: R 179 595.57

Requirements: • Grade 12• Computer literacy. 1 year relevant experience

KPA'S

- ❖ Provide secretarial support to Mpac
- ❖ Office administration
- ❖ Facilitate meeting Mpac meetings
- ❖ Coordinate stakeholders participation in Mpac sessions
- ❖ Assist the chairperson and the committee to run the committee affairs.
- ❖ Draw the annual MPAC Programme in line with the Municipal cycle.
- ❖ Source Municipal Council documents and reports that are needed for MPAC in order to perform its duties.

3. Driver Messenger X2 (permanent)



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Basic Salary: R 126 890.09

Requirements: • Grade 12 •Drivers License with PDP.2 years experience

KPA'S

- ❖ Transporting Council members and officials, as instructed, to and from destinations
- ❖ Inspecting oil and fuel levels and adding oil or fuel when necessary
- ❖ Completing log sheets to report on vehicle usage and fuel consumption
- ❖ Performing pre-trip inspections to identify possible defects and failures
- ❖ Monitoring vehicle performance and functioning to identify possible defects and failures
- ❖ Reporting defects and failures to supervisor
- ❖ Ensuring vehicle is serviced on appointed times as indicated by maintenance plan by informing supervisor of upcoming services and by taking vehicle to workshop
- ❖ Ensure that the vehicle is clean and in good condition
- ❖ Delivers material as per supervisor's instructions
- ❖ Collecting purchased goods from suppliers as instructed by supervisor
- ❖ Collect and deposit Post at the Jane furse post office daily.

4. HRM Officer (Re-Advert) (permanent)

Basic salary: R 234 443.80 (Excluding benefits)

Requirements: Grade 12, Degree or diploma in HRM.2 year's relevant experience

KPA'S

- Personnel Administration
- Develop, implement and maintain a personnel information system to ensure an efficient and effective data base for Human Resources
- Maintain a human resource information management system
- Facilitates the design and maintenance of organizational structure
- Facilitate the development and implementation of human resources strategies
- Perform any other duties that may be required from time to time

To apply for the above post use:

The application form must be accompanied by a detailed CV, originally certified copies (not old than 3 months) of academic qualifications, copy of an identity document and driver's licence.

The shortlisted candidates will be subjected to security and reference check

Failure to comply with the above request will disqualify your application.



MAKHUDUTHAMAGA

LOCAL MUNICIPALITY

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DEPARTMENT:
CORPORATE SERVICES

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

ENQUIRIES:


HR:013 265 8619/16
Switchboard: (013) 265 8600

Applications should be directed to the below address.

Please forward application to: The Municipal Manager, Makhuduthamaga Local Municipality, Private Bag x 434, Jane Furse, 1085

OR

Hand- delivered to: Stand No 1, Groblersdal Road, Jane Furse, 1085 @Municipal Reception

Women and  (people with disability) are encouraged to apply.

Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

Closing Date: 15th September 2017

Makhuduthamaga Local Municipality is an equal opportunity and Affirmative action employer

Approved	Not Approved	Approved as amended
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Date

Mr. Matlala M.K
Acting Municipal Manager

Office of the Municipal Manager