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DEPARTMENT:
CORPORATE SERVICES

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

**1. MANAGER: PMU
(Permanent Position)**

Basic salary: R 322 255.08 (Excluding benefits)

Requirements: Grade 12/Matric Certificate. National Diploma in Civil Engineering degree plus project management. 3-4 years experience in project management and Civil engineering related field. A valid code B driver's license. Registration with the Engineering Council of South Africa (ECSA) will be an added advantage

KPA'S:

- Responsible for project managing and administration of MIG funding, within the relevant municipal accounting system, for infrastructure projects of their own using MIG funds;
- Coordination of the project identification process within the municipality, in terms of the relevant IDPs;
- Coordination of the project feasibility process, with involvement of other municipal departments where appropriate, in terms of the relevant IDPs;
- Project management, including ensuring that projects meet planned objectives;
- Coordination project-based capacity building initiative: the PMU is responsible for ensuring that the project-related capacity building and development objectives are met; and
- Management of database monitoring and preparation of all necessary reports
- Project manages the labour intensive projects in line with the Expanded Public Works Programme framework related to reporting requirements as per MIG guidelines.
- Financial control of projects and operating budgets
- Ensure Implementation of all municipal projects, Performance Management System, policies and procedures of the Municipality.



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2. COUNCIL SECRETARY

Basic salary: R 368 601.96 (Excluding benefits)

Requirements: Grade 12, Degree/Diploma in Public Administration/Public Management or Equivalent. 5 years relevant experience

KPA'S:

Supervise and co-ordinate council and committee work to ensure an efficient service is rendered to the Council

Coordinate Council and all Committee meetings and prepare the agendas of such meetings in consultation with the Municipal Manager, the Executive Mayor, the Speaker and Chairpersons of Portfolio Committees.

Advise Councillors on administrative processes and procedures of the municipality.

Maintain an up-to-date Councillor database and demographs.

Assist and advise the Office of the Chief whip when deploying Councillors to various Committees of Council.

Supervising and co-ordinating the compilation of agendas of meetings of Council and its Committees, also the printing and distribution thereof; by means of Committee Assistant, Typist

Supervising the writing of minutes of all meetings and the checking and correcting thereof. Writing of minutes of three meetings

Attending certain Committee meetings to record minutes; by means of Self/ Recording equipment

Supervise the coordination of logistic arrangements for all meetings

3. IT OFFICER

Basic salary: R 234 443.80 (Excluding benefits)

Requirements: Grade 12, 3 Year Diploma in IT. N+ A+ and security plus qualifications will be an added advantage. 2 years relevant experience.

KPA'S:

- Hardware/ software installation and system maintenance
- Co-ordinates tasks/ activities associated with the provision of End User support and analyses, diagnoses and resolves software/ hardware related problems ensuring optimum and uninterrupted functionality of operating systems and applications within the Department
- Provides support associated with the capability of application software, peripheral devices, connectivity and/ or functionality of operating software and hardware devices



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- Analyses and provides recommendations pertaining to the information systems hardware/ software and/ or capacitates end-user on specific applications
- Co-ordinates specific sequences associated troubleshooting and problem solving application problems and installs new software and/ or hardware
- Perform any other duties that may be required from time to time

4. PERSONAL ASSISTANT: OFFICE OF THE MAYOR

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

Basic Salary: R 179 595.57

Requirements: • Grade 12 • 3 years tertiary qualifications. Computer literacy. Drivers License

Duties and responsibilities:

- Manage and coordinate the administrative functions in the Office of the Mayor
- Assist the functionaries in the Municipality with the implementation of municipal policies and plans
- Follow up on the implementation of Mayoral Committee and Council Resolutions
- Assist in ensuring the implementation of projects and compliance with target dates
- Liaise with other district and local municipalities, institutions and stakeholders
- Draft submissions, memoranda, briefing notes, presentations, reports and other documentation as required
- Assist with special projects and programmes
- Develop and keep up an effective filing system
- Manage both the electronic and manual diary
- Answer and scan the telephone
- Handle travel and accommodation arrangements, and process subsistence and travel claims Arrange and coordinate all meetings/workshops as required
- Property control and maintain all equipment within the office
- Attend to visitors in a professional and efficient way
- Handle all logistical support for the office.

5. PERSONAL ASSISTANT: OFFICE OF THE SPEAKER

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

Basic Salary: R 179 595.57

Requirements: • Grade 12 • 3 years tertiary Qualification, Marketing qualification will be an added advantage. Computer Literacy, Driver's licence.

Duties and responsibilities:

- Manage and coordinate the administrative functions in the Office of the Speaker
- Assist the functionaries in the Municipality with the implementation of municipal policies and plans



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- Follow up on the implementation of Mayoral Committee and Council Resolutions
- Assist in ensuring the implementation of projects and compliance with target dates
- Liaise with other District and Local Municipalities, institutions and stakeholders
- Draft submissions, memoranda, briefing notes, presentations, reports and other documentation as required
- Assist with special projects and programmes
- Develop and maintain an effective filing system
- Manage both electronic and manual diaries
- Answer and scan the telephone
- Handle travel and accommodation arrangements
- Process subsistence and travel claims
- Arrange and coordinate all meetings/workshops as required
- Properly control and maintain all equipment within the office
- Attend to visitors in a professional and efficient way and handle all logistical support for the office.

6. PERSONAL ASSISTANT: OFFICE OF THE CHIEF WHIP

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

Basic Salary: R 179 595.57

Requirements: • 5 years experience working in constituency Office or related environment • Computer literacy.

Duties and responsibilities:

- Handle all telephone calls/faxes/e-mails and visitors
- Control access to the Chief Whip's office and prioritise appointments for the Chief Whip
- Coordinate meetings
- Make travel and accommodation arrangements
- Coordinate and control incoming and outgoing correspondence
- Maintain confidentiality and a sophisticated filing system
- Liaise with clients on behalf of the Whippery
- Control and maintain stationery
- Develop and maintain an effective filing system
- Manage both electronic and manual diaries
- Handle travel and accommodation arrangements
- Process subsistence and travel claims
- Arrange and coordinate all meetings/workshops as required
- Properly control and maintain all equipment within the office
- Take responsibility for the maintenance requirements of the office of the Chief Whip



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7. GENERAL WORKERS X8

Basic salary: R 60 859. 94

Requirements: Grade 10/ ABET level 4

KPA'S:

- Perform tar patching mixer operations.
- Perform roads and storm water maintenance and repairs.
- Performs general labouring activities associated with the maintenance and repair work to roads, storm water and drainage systems and laying of materials and reinforcement products (concrete blocks).
- Litter Collection and removal
- Tool and Vehicle cleanliness

To apply for the above post use:

The application letter 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.

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: 18th August 2017

Makhuduthamaga Local Municipality is an equal opportunity and Affirmative action employer



MAKHUDUTHAMAGA

LOCAL MUNICIPALITY

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PHYSICAL ADDRESS

01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS

Private Bag X434
Jane Furse
1085