



# MAKHUDUTHAMAGA MUNICIPALITY

Private Bag X434

JANE FURSE

Email: info@makhuduthamaga.gov.za Tel: (013) 265 8600 Fax (013) 265 1975

1085

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

## 1. Technician: Projects

Basic Salary: R 167 847.12 (Exl benefits)

Requirements: Grade 12, and Diploma in Civil Engineering, with minimum of two years relevant experience in projects. 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.
- ✓ Technical support and evaluation of proposed projects in alignment with the respective municipal IDPs and the regional and provincial growth and developments plans.
- ✓ Project-manage the labour-intensive projects in line with the EPWP frame work related reporting requirements.
- ✓ Arrange regular project progress meetings.
- ✓ Conduct Site Visits/meetings to ensure compliance to business plan conditions.
- ✓ Verify payment certificates and preparation of monthly payment schedule documentation.
- ✓ Maintain project performance data on national references.
- ✓ Assist with other related municipality infrastructure programmes.

## 2. Accountant: Assets

Basic Salary: R 212 850.12 (Exl benefits)

Requirements: Grade 12, BCom Accounting degree, with minimum of two years relevant experience in Assets. Code: C1 drivers' license.

Key performance areas:

- ✓ Embrace and implement 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 General Ledger.
- ✓ Implement an asset management policy within the MFMA requirements and National Treasury regulations.

**No** fax, e-mailed or Z83 applications will be accepted.

**To apply forward:** a signed cover/application letter specifying the position applied for, a detailed CV, originally certified (not more than 3 months) copies of academic qualifications, copy of an identity document, and driver's licence (where applicable) must accompany the applications.

Failure to comply with the above request will result with your application not to be considered.

Correspondence will only be entered into with shortlisted candidates. If you do not receive notification regarding your application within one month from closing date, please accept that your application was unsuccessful. The municipality reserves the right not to make any appointment.

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

ALL POSTS ARE BASED IN JANE FURSE.

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

**CLOSING DATE**

07 December 2012 at 16:00

**ENQUIRIES: Corporate Services Department: HRM**

Mr. Thobejane C.T, 013 265 8619 and Mr. Radingoana M.J, 013 265 8616

Switchboard: 013 265 8600

Makhuduthamaga Local Municipality is an equal opportunity and Affirmative action employer.

**Mr. Moropa M.E**  
**Municipal Manager**