



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

invites suitably qualified applicants to apply for the under-mentioned positions:

Department: Infrastructure Development

Manager: Infrastructure Services (Permanent)

Basic salary: R249 027.13 per annum (excl benefits)

Requirements: • An ND or B degree/BTech in Building Environment/Civil Engineering • A minimum of 3 years' relevant experience in operation/maintenance of infrastructure assets • Eligible to register with relevant professional bodies (preferably ECSA).

Key performance areas: • Manage subordinates and performance outcomes within the Sub-directorate • Evaluate and monitor monthly reports from subordinates • Monitor training and development • Implement service delivery targets according to IDP priorities and SDBIP • Manage and monitor the service providers implementing all repairs and maintenance contracts • Monitor and evaluate planned and unplanned maintenance • Ensure compliance with the relevant policies and that infrastructure targets are met.

Department: Community Services

Law Enforcement Officer (3 Posts) (Permanent)

Basic salary: R128 432.25 per annum (excl benefits)

Requirements: • A Grade 12 • A relevant degree or diploma in Traffic • A Code C1 driver's licence • No criminal record • A minimum of 2 years in a traffic environment • Mental and physical fitness • The ability to work shifts and travel after hours • Report-writing, investigative and communication skills • Registration as a Traffic Officer.

Key performance areas: • Enforce municipal by-laws and Road Safety Regulations • Patrol and observe streets and suburban areas • Perform access control duties when necessary • Prevent crime • Render VIP protection services/issue notices and attend court where necessary • Participate in social crime prevention programmes • Conduct threat risk assessments on identified and targeted municipal premises • Communicate with the offender and/or interact with the Control Room or South African Police Services to facilitate arrests for more serious offences.

Assistant Examiner of Driver's Licences (2 Posts) (Permanent)

Basic salary: R128 432.25 per annum

Requirements: • A Grade 12 • A Code C1 driver's licence • No criminal record • Mental and physical fitness.

Key performance areas: • Test drivers and learners on a daily basis • Conduct eye tests • Authorise and issue driver's and learner's licences • Compile and administer daily reports • Perform other duties as assigned by the Chief Licensing Officer.

Note: Interviewed candidates will be subjected to security checks (vetting).

Department: Corporate Services

Manager: Information Technology (Permanent)

Basic salary: R249 027.13 per annum (excl benefits)

Requirements: • A relevant National Diploma/degree in Information Technology, with at least 3 years' supervisory experience • Good communication, interpersonal and human relations skills • A valid driver's licence.

Key performance areas: • Monitor the day-to-day operation of network usage • Manage licences and contracts on software and hardware in the organisation • Manage telecommunications aspects to optimise utilisation of telecommunication systems • Manage and control utilisation of resource (Internet, e-mail) allocation to employees • Administer and back up the server • Coordinate task/activities associated with the provision of end-user support and analyses • Diagnose and resolve software-/hardware-related problems • Ensure optimum and uninterrupted functionality of operating systems and applications • Develop IT management policies, strategies and plans to optimise the cost of IT infrastructure and effective impact on the operation of the Municipality • Manage the ICT budget optimally to address the service delivery challenges through ICT as a mechanism, and thus improve service delivery • Implement systems to manage the maintenance of ICT infrastructure.

Manager: Legal Services (Permanent)

Basic salary: R249 027.13 per annum (excl benefits)

Requirements: • An LLB or any equivalent legal qualification • A minimum of 3 years' post-admission-/articles experience • Working knowledge of all related legislation, legal drafting, coalition and coordination.

Key performance areas: • Provide legal advice and support regarding policies and interpretation of acts, resolutions, legal opinions, etc to the Municipality • Provide legal advice on Contracts Law, Administrative Law, Commercial Law, Public and Private International Law and any other aspects of the law relevant to the Municipality and the Public Service • Keep abreast of all relevant Local Government legislation and advise Council where necessary • Give legal input in the development, interpretation, application and implementation of policies and municipal by-laws • Advise the Municipality on labour-related matters.

Office of the Municipal Manager

Manager: Internal Audit and Risk (Permanent)

Basic salary: R249 027.13 per annum (excl benefits)

Requirements: • A diploma/degree in Internal Audit, majoring in Accounting and Auditing, with 5 years' internal auditing experience of which at least 2 years should have been at supervisory level. A postgraduate degree or studies towards CIA will be an added advantage • Able to register with relevant professional bodies (Institute of Internal Auditors SA - IIASA) • The ability to understand, interpret and apply relevant legislation, regulations, frameworks, standards and guidelines • Knowledge of Local Government legislation and the National Treasury Internal Audit Framework • Extensive knowledge and understanding of risk, control and auditing methodologies • Skill in audit practices, ie strategic planning, auditing, planning and execution, reporting and progress monitoring • Knowledge of International Standards for the Professional Practice of Internal Audit and Governance principles • Risk management skills • Task management skills • Analytical skills • Communication and interpersonal skills • Presentation skills • Structural planning skills • Strong financial, risk and auditing skills • Knowledge and understanding of Team-mate audit software • Proficient in MS Word, Excel, PowerPoint and Outlook.

Key performance areas: • Manage internal audits in compliance with the approved Internal Audit Methodology, evaluating the adequacy, effectiveness and efficiency of Governance, Risk Management and Control • Develop an approved risk-based 3-year rolling plan and annual Internal Audit Plan • Manage the planned audit projects, team and budgeted time • Monitor compliance and conduct investigations to determine the extent of variation or non-compliance to statutory requirements, policies and procedures • Ensure quality on the entire audit process and delivery of the operational plans in line with stringent deadlines • Report the Department's performance regarding planning, accounting and custodial risk management or control activities in compliance with the SDBIP • Effectively schedule staff and monitor productivity levels, including mentoring and coaching staff • Conduct regular audit support in the Municipality • Report findings of review to the Municipal Manager and the Municipal Audit Committee and monitor implementation of recommendations.

All posts are based in Jane Furse.

Enquiries: Corporate Services Department: HRM, Mr CT Thobejane, tel. (013) 265-8619 and Mr MJ Radingoana, tel. (013) 265-8616 (Switchboard: tel. (013) 265-8600)

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

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

To apply, please forward a signed cover/application letter specifying the position applied for, accompanied by a detailed CV, recently (not older than 3 months) certified copies of academic qualifications and copy of Identity Document, and driver's licence (where applicable). No faxed, e-mailed or Z83 applications will be accepted.

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

Please forward applications to the Municipal Manager, Makhuduthamaga Local Municipality, Private Bag X434, Jane Furse 1085 OR hand deliver at Stand No 1, Groblersdal Road, Jane Furse 1085.

Closing date: 28 June 2013 at 16:00

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

Mr ME Moropa - Municipal Manager