



MAKHUDUTHAMAGA MUNICIPALITY

P. O. Box 434
Jane Furse
1085

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

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

Department: Corporate Services

1. SENIOR ICT TECHNICIAN

BASIC SALARY : R 244 064.64 pa, excluding benefits
Qualification : 3 years Diploma in ICT
Experience : Minimum 2-3 years relevant experience in an ICT environment.
Competencies : Active directory, exchange 2010-2013, CISCO security, windows server 2003-2012 and in-depth knowledge of systems.

Responsibilities and Duties

Install or upgrade computer components, maintain security policies, perform daily system monitoring and perform daily backup operations. Co-ordinates specific sequences associated troubleshooting and problem solving application problems and installs new software and/ or hardware. Performs specific administrative activities associated with the functionality. Manages, monitors and advices management. Provides support associated with the capability of application software, peripheral devices, connectivity and/ or functionality of operating software and hardware devices. Analyses and provides recommendations pertaining to the information systems hardware/ software and/ or capacitates end-user on specific applications.

2. REGISTRY CLERK

BASIC SALARY : R 117 609.72 pa, excluding benefits
Qualification : Grade 12 and certificate in records management
Experience : Minimum 1 year relevant experience.
Competencies : Knowledge of Records Archive Act/ municipal legislations. Must have interpersonal skills and computer literacy.

Responsibilities and Duties:

Perform records management duties; ensure compliance with the approved municipal filing plan, manage internal and external mail daily. Coordinate collection and delivery of post. Liaise with divisions and other clients in ensuring proper management of documents.



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3. LABOUR RELATIONS OFFICER

<u>BASIC SALARY</u>	: R 192 462.12 pa, excluding benefits.
<u>Qualification</u>	: B Degree or 3 years National Diploma in Human Resources Management/Labour Relations.
<u>Experience</u>	: Minimum 3-5 years relevant experience.
<u>Competencies</u>	: Labour Relations Legislation. People management, Communication, writing, & Analytical skills. Computer literacy. Management/ Administration & Interpretation Skills. Must be able to maintain confidentiality. Organizational Skills.

Responsibilities and Duties:

Instill the understanding of the nature of /and functioning of the parties to labour relations forum within the municipality. Instill the understanding on the collective bargaining structures of SALGA within the municipality. Implement equitable and non-discriminatory employment practices. Advise decision makers on grievance-disciplinary- dismissal- and dispute procedures. Develop- and implement a basic HR management function. Understand and apply the primary collective- and individual labour relations laws and awards. Understand the importance of employee health and safety in labour relations. Represent the employer at formal disciplinary inquiries and at the CCMA. Serve as a secretariat to committees related to labour relations. Compile statistics related to disputes. Handle all labour relations issues affecting the municipality.

4. SECRETARY CHIEF WHIP

<u>BASIC SALARY</u>	: R 147 449.36 pa, excluding benefits.
<u>Qualification</u>	: Grade 12 and certificate in Office Management
<u>Experience</u>	: Minimum 1-2 years relevant experience.
<u>Competencies</u>	: Computer literacy (MS Word, Excel & PowerPoint), Good Communication and Interpersonal & Administrative Skills, Ability to work under pressure, Knowledge and understanding of Local Government.

Responsibilities and Duties:

Ensure appropriate document filing, maintain and update computerized and manual register, assist with office administration to support operational requirements within the municipality, manage diary/ itinerary and mail/correspondence, and take minutes as well assist with preparation of presentations.



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5. SENIOR RESEARCHER: MUNICIPAL PUBLIC ACCOUNTS (MPAC)

- BASIC SALARY** : R 244 064.64 pa, excluding benefits.
Qualification : N Diploma/B degree in Public Administration or equivalent relevant Qualification, valid driver's license.
Experience : Minimum of 5 years relevant experience in local Government or similar environment, Experience in research will be added advantage.
Competencies: Computer literacy (MS Word, Excel & PowerPoint), Good Communication and Interpersonal & Administrative Skills, Ability to work under pressure, Knowledge and understanding of Local Government.

Responsibilities and Duties:

Co-opt advisory support to the MPAC committee as per Section 79 and 80 of Structures Act, 1998, do research work for the committee, help in developing a work programme annually, make recommendations to Council after findings, Work with the committee to undertake investigation and compile oversight reports to enhance good governance, interrogates reports (A-G, Audit committee, annual reports and financial statements - AFS), interviews stakeholders to gather information (e.g. Community member, municipal officials, Councillors and etc)

6. CO-ORDINATOR: MUNICIPAL PUBLIC ACCOUNTS (MPAC)

- BASIC SALARY** : R 147 449.36 pa, excluding benefits.
Qualification : Grade 12 & certificate in Office Management, valid driver's license.
Experience : Minimum of 3 years relevant experience in local Government or similar environment, Experience in MPAC coordination will be added advantage.
Competencies : Computer literacy (MS Word, Excel & PowerPoint), Good Communication, Interpersonal & Administrative Skills, Ability to work under pressure, Knowledge of Constitution and Local Government legislations, Understanding of the Local Government oversight responsibilities.

Responsibilities and Duties:

Coordinate MPAC activities, Provide administrative support to the MPAC committee, Convene MPAC meetings on behalf of the Chairperson and the Committee, Perform secretariat responsibilities, Ensure that MPAC reports are tabled to Council and track implementation of MPAC resolutions, Organize MPAC public hearing, Ensure proper filling of records and files.



Department: Technical and Infrastructure Development

7. TECHNICIAN: HOUSING & ELECTRICITY

BASIC SALARY: R 192 462.12 pa, excluding benefits

Qualification : National Diploma /B Tech in Civil Engineering, a valid code 8 drivers licence

Experience : Minimum 2 years relevant experience.

Competencies : Basic project management skills. Communication, Report Writing & Presentations Skills. Service delivery oriented.

Responsibilities and Duties:

Monitor and co-ordinate electrical maintenance contractors, develop project specification for minor works, project manager and administrator of housing and electricity project work plans, prepare procurement and contract documentation to contract service providers for the design and implementation of infrastructure services, responsible for administration of Free Basic Electricity, manages day to day operational aspects of a project and its scope, reviews deliverables prepared by consultants and contractors before passing to supervisor.

8. PLANT OPERATOR

BASIC SALARY : R 104 168.04 pa, excluding benefits.

Qualification : Grade 10 and EC drivers licence with PDP.

Experience : Minimum 3 years relevant experience.

Competencies : Must have interpersonal skills and computer literacy.

Responsibilities and Duties:

Performs tasks/ activities associated with general maintenance and repair work to roads, storm water and drainage systems using hand held tools and equipment to excavate defined areas, operating small plant machinery to break, crush and compact road surfaces, pressure cleaning devices to clear blockages and remove debris from drainage systems and utilizing lettering and marking guides to paint traffic flow signals and lines. Undertakes general laboring tasks and operates small plant and equipment during road-works, storm-water drainage, road maintenance and road-marking and signage. Cleans worksites, stores equipment and tools and loads materials prior to departure from work site.



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Department: Economic Development and Planning

9. INTERGARTED DEVELOPMENT PLAN (IDP) OFFICER

BASIC SALARY : R 192 462.12 pa, excluding benefits.

Qualification : B Degree/ 3 year Diploma in Developmental studies.

Experience : Minimum 3 to 5 years relevant experience.

Competencies : Research, Strategic Thinking, Planning, Communication, Report Writing & Presentations Skills. Service delivery oriented.

Responsibilities and Duties:

Conduct comprehensive research through data capturing from key stakeholders (such as community, business, NGOs, Ward Committees, Councilors) to determine service delivery gaps and backlogs within the municipality. Develop an IDP process plan to facilitate the Integrated Development Planning and Budgeting process. Align the municipality budget with IDP as required by legislative mandates (Municipal Systems Act and MFMA). Facilitate development of Service Delivery Budget Implementation Plan (SDBIP) to cultivate implementation of Annual Service Delivery Targets to respond to IDP priorities and objectives intent. Establish and Implement a Public Participation model to infuse public interest and requirement in the planning process. Facilitate IDP review sessions every quarter to monitor the extent to which IDP Priorities and Objectives have been implemented. Facilitate the tabling of IDP and Budget to Council and for Community Participation. Integrate Performance Management system into the Integrated Planning to enable monitoring and reviewing of the IDP Implementation. Conduct training to develop understanding and improve capabilities of the local community to participate in economic development initiatives.

Department: Community Services

10. MANAGER: TRAFFIC

BASIC SALARY : R 284 152.56 pa, excluding benefits.

Qualification : Traffic Diploma/ Examiners of Driving Licenses/Motor Vehicle Grade A and must be a registered Traffic Officer. No criminal records. Valid EC driver's license, medically fit.

Experience : Minimum of 5 years experience under law enforcement, which 3 years should be on a supervisory level.

Competencies : Computer literacy (MS Word, Excel and PowerPoint), must have in depth knowledge of ENATIS, In depth application of the procedure and Acts (e.g. NRTA, 93 of 1996), Good communication and interpersonal Skills, , Good organizations and Problem solving skills, Service delivery oriented.



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Responsibilities and Duties:

Render law enforcement services, Provide a motor vehicle registration and licensing / authority (MVRA) service, Provide a vehicle roadworthy testing services, Provide a drivers' license testing services, and to ensure road safety promotion.

Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key services delivery objectives with respect to public safety through the co-ordination of operations associated with the enforcement of Municipality Policing Law and By-Laws.

11. EXAMINER: VEHICLE

BASIC SALARY : R 192 462.12 pa, excluding benefits.

Qualification : Examiner of motor vehicle/ drivers Diploma. (NQF Level 5),
Computer Literacy. Valid EC drivers license.

Experience : Minimum 3-4 years relevant experience.

Competencies : Interpretative skills and understanding of Acts and regulations
applicable to the functionality. Service delivery oriented.

Responsibilities and Duties:

Co-ordinates and controls the application of procedures associated with the vehicle/driver testing and registration or licensing. Ensure road safety is maintained through accurate and assessment, certification or licensing of applicants, drivers and vehicles satisfying the minimum prescribed requirements. Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline. Ensure acceptable performance levels are maintained and specific controls and actions implemented to guide and direct behavioural outcomes. Attends to specific administrative recording and recordkeeping sequences. Ensure information, records and reports are organised, completed, submitted and/ or maintained in accordance with procedures and guidelines directing administrative outcomes. Conducts and/ or checks testing equipment functionality on completion of routine maintenance sequences.

12. LIBRARY ASSISTANT

BASIC SALARY : R 103 293.63 pa, excluding benefits.

Qualification : Grade 12, qualification in Information and knowledge management.

Experience : Minimum 2 years relevant experience.

Competencies : Communication and writing, Analytical, Listening, Computer
(internet and extranets), Analytical Skills and Language proficiency.

Responsibilities and Duties:



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Maintaining information on assets of the library and keep the documentation system updated. Administering the borrowing and returning of library material and provide users with necessary information. Identify performance challenges and report them on time. Performing administrative duties of photocopying, mailing, ordering of stationery and maintaining a usage log. Keeping aisles and shelves clean and orderly. Complying with security regulations within the library environment.

13. GENERAL WORKER: WASTE COLLECTION AND HOUSEKEEPING X 4

BASIC SALARY : R 67 259.48 pa, excluding benefits.
Qualification : Grade 12 or Basic Adult Education.
Competencies : Hard worker. Interpersonal skills. Communication skills.

Responsibilities and Duties:

Undertakes specific activities associated with the collection refuse from domestic and business premises, in order to ensure laid down instructions are complied with and/ or specific deadlines and productivity standards accomplished. Cleans vehicle and attends to the storage and care of cleaning tools, in order to ensure general housekeeping requirements are attended to in accordance with laid down quality and safety standards.

Department: Budget and Treasury

14. INTERN: FINANCE x4

Stipend : R 111 157.20 pa
Qualification : B Com Degree or equivalent preferably majoring in accounting.
Competencies : Good verbal and written communications skills. Computer literacy

Responsibilities and Duties:

Assist in the implementation of generally accepted municipal accounting practice budget reforms. Assist in developing statistical reporting. Assist in developing financial policies and procedures. Electronic capturing of finance data. Assist in implementing and monitoring financial reports. Filling all finance records and documents.

15. INTERN: RISK & INTERNAL AUDIT x2

Stipend : R 111 157.20 pa
Qualification : Bachelor Degree/ 3 years National Diploma in Internal Audit or Risk Management.
Competencies : Knowledge of municipal legislations and operation. Computer literacy. Interpersonal, report writing and presentation skills.
Responsibilities and Duties:



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- **Risk Intern:** Assist the Risk Officer in discharging responsibilities in risk management, including conducting risk assessments for the municipality, compiling risk management report, conducting training/ workshops and awareness campaigns in risk management.
- **Internal Audit Intern:** Assist in evaluating existing internal control documentation, testing current processes and procedures and providing recommendations, expected to constructively work with all departments to improve internal controls across the municipality, assist in interviewing individuals in various financial and operational positions regarding day-to-day duties and controls.

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 older than 3 months) copies of academic qualifications, copy of an identity document, and driver's licence (where applicable) must accompany the application.

Failure to comply with the above request will result with your application not being 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 @Municipal Reception.

Benefits include: Cell phone, travel/car allowance, (where applicable) and employer's contribution to medical aid and pension.

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

Closing Date: 06 February 2015

ENQUIRIES: Corporate Services Department: HRM

Mr. Thobejane C.T, Tel: (013) 265 8619 and Mr. Radingoana M.J, Tel: (013) 265 8616

Switchboard: (013) 265 8600


Website: www.makhuduthamaga.gov.za



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

Makhuduthamaga Local Municipality is an equal opportunity and Affirmative action employer as per the Employment Equity Act, 55 of 1998.



Moropa M.E
Municipal Manager