



MAKHUDUTHAMAGA

LOCAL MUNICIPALITY

Mmogo re somela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

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

1. 1 X BOOKKEEPER-PMU

Basic Salary: R267 060.84 per annum (excluding benefits)

Requirements: Grade 12, Diploma in Accounting or equivalent. Two (02) years' relevant experience

KPA's: To render bookkeeping duties to infrastructure Department. To report on Projects finances. Check & verify the over/under spending of infrastructure projects. Control the effective implementation of record keeping and safeguarding documents related to Infrastructure Development. Apply financial accounting procedure to control and report on expenditure. Ensure compliance with internal control measures and regulations.

2. 1 X SENIOR TOWN PLANNER

Basic Salary: R 338 664.72 per annum (excluding benefits)

Requirements: National Diploma in Town Planning/Regional Planning or equivalent relevant qualification. Registration with SACPLAN. C1 Drivers Licence.

KPA's: Facilitate future planning and promotion of land use management to the advantage of the entire population of the area in contexts of land use and spatial environments. Develop, implement and review the Makhuduthamaga Land Use Management strategy. Develop, implement and review the Municipal Spatial Development Framework (SDF). Plan for the successful implementation of the Land Use Management strategy in line with the development planning strategy. Provide town and rural planning services for the Municipality.

3. 4 X EXAMINERS OF DRIVERS LICENCE

Basic Salary: R267 060.84 per annum (excluding benefits)

Requirements: Examiners of Driving Licence Diploma, Code EC and A driver's licence. No criminal record. Two (02) years relevant working experience. Registration Certificate as an Examiner.

KPA's: Assess or evaluate applications for drivers or learners licence, checking details against identification and/or relevant supporting documents. Conduct learners licence test and issue certificate for the successful applicants. Perform eye testing, road test and yard test. Maintain records of applications, reports and tests, using alpha-numeric sequences to file documentation and/ or accessing/ retrieving information to support query resolution.



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4. 1 X SENIOR INTERNAL AUDITOR

Basic Salary: R338 664, 72 per annum (excluding benefits)

Requirements: Grade 12, National Diploma in Internal Audit/Accounting or equivalent relevant qualification. Registration with the Institute for Internal Auditors. Three (03) years' relevant experience.

KPA's: The successful candidate will be responsible for facilitating and administering the Internal Audit Plan for the Municipality and aligning operations with the Internal Audit strategy and objectives in line with the following key performance areas: Develop Internal Audit strategies and policies. Coordinate and implement internal audit processes. Audit Process - Performance assessment, audit plan, assurance and consulting services. Compile reports and provide advice on internal audit. Operational Performance Objectives. Supervision of staff.

To apply for the above post use:

The application form must be accompanied by a detailed CV, originally certified copies (not older than 3 months) of academic qualifications, and Identity Document. Copy of the drivers licence must also be attached if it is a requirement of the post.

Failure to comply with the above request will disqualify your application. Emailed and faxed applications will not be considered

ENQUIRIES: Letshedi G/Mpogeng T.M

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: 14 August 2020

Applications received after the closing date will not be considered, and if you don't hear from the municipality within 30 days then regard your application as being unsuccessful



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Makhuduthamaga Local Municipality is an equal opportunity, Affirmative Action employer and subscribe to principles of Employment Equity.

Approved <input checked="" type="checkbox"/>	Not Approved	Approved as amended
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Mahlare 22/07/2020
Date

Mahlare M.A
Acting Municipal Manager

Office of the Municipal Manager
