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DEPARTMENT:
CORPORATE SERVICES

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

1. MANAGER: BUDGET AND REPORTING

Basic salary: R 304 014.24 (Excluding benefits)

Requirements: Grade 12, B.Comm Degree/Diploma in Accounting Science. Minimum competency levels for financial officials at middle management as required by chapter 5 of the Municipal Finance Management Act: Municipal Regulation on Minimum Competency levels. 3 years relevant experience

KPA'S:

- Provision of the required financial statements to report on various financial aspects, by:
- Plan and maintain the integration between the capital budget, operational budget and cash flow budget
- Responsible for the budget compilation and related processes to ensure that relevant procedures and format are followed regarding the compilation of the budget
- Co-ordinate the compilation of the draft budgets to ensure accurate capturing of data before finalising the final draft
- Responsible for budgetary requirements in terms of Municipal Finance Management Act to ensure compliance
- Manage vote numbers to ensure all vote numbers are provided in budget
- Advises on the municipality's tariff structures to ensure updating of the municipality's income level
- Performs timeously financial reporting to ensure the accurate conveying of information and data
- Perform any other duties that may required from you time to time

2. CHIEF LICENSING OFFICER

BASIC SALARY: R 276 818.04 (excluding benefits)

Minimum Requirements:

- Grade 12 Certificate, Driving Licenses (Valid Code EC manual transmission with a Professional Driving Permit),
- The applicant must be registered with the Limpopo Department of Roads and Transport as:
 - A Traffic Officer,
 - Grade B Examiner for Driving Licenses,
 - Grade B Examiner of Vehicles will be added advantage
- The applicant must be from a registered Traffic Training College have:
 - a valid Traffic Diploma
 - Grade B Examiner for Driving Licenses Diploma,
- The applicant must be registered at the Limpopo Department of Roads and Transport as an ENaTIS user
- The applicant must have at least 3 years experience as examiner of a Traffic and or Licensing division.
- Must be computer literate and have experience in the back office system of the Traffic division.
- The applicant must be physically and mentally fit and be willing to work extended hours and be willing to perform duties as and when required,
- The applicant will be exposed to a physical, mental and skills test and will only be considered if these tests were executed successfully,
- The applicant must have a clean credit – and criminal record and will be exposed to vetting.



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KPS'S:

Direct and Control Key performance indicators and outcomes of personnel within the Licensing Office; Implement procedures; Systems and controls to regulate licensing functions; Disseminate information on outcomes; current developments; constrains and materials; Perform and assign licensing tasks to personnel in the unit; Coordinate specific administrative and reporting requirements; Develop; monitor; evaluate and Implement financial controls; Provide support to the licensing personnel; Generate reports on key performance areas of the unit; Perform a liaison function with relevant stakeholders and clients;

3. COUNCILORS WELFARE OFFICER

Basic salary: R 205 934.40 (Excluding benefits)

Requirements: Grade 12, 3 year tertiary qualification.2 year's relevant experience

KPA'S

- Plan and co-ordinate delivery of training and development to ensure learning for councillors
- Monitor and provide feedback in terms of training and development indicators to ensure that training objectives are achieved for councillors
- Preparation of training needs for councillors
- Ensure councilors welfare
- Perform any other duties that may be required from time to time

4. HRM OFFICER

Basic salary: R 205 934.40 (Excluding benefits)

Requirements: Grade 12, 3 years degree or diploma in HRM.2 year's relevant experience

KPA'S

- Personnel Administration
- Develop, implement and maintain a personnel information system to ensure an efficient and effective data base for Human Resources
- Maintain a human resource information management system
- Facilitates the design and maintenance of organizational structure
- Facilitate the development and implementation of human resources strategies
- Perform any other duties that may be required from time to time

5. YOUTH OFFICER

Basic salary: R 205 934.40 (Excluding benefits)

Requirements: Grade 12,3 year tertiary qualification .2 year's relevant experience in a municipal environment

KPA'S

- Provides Information to young people on all NYDA Products and Services.



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- Provides Information on all five main information streams:
 1. Employment
 2. Self Employment
 3. Education and Training
 4. Health and Well Being
 5. Citizenship
- Organizes and Conducts information dissemination through outreach where necessary, handles walk-in's appropriately
- Assist young people needing help eg: at Reception Point, Resource Centre, and Internet Etc.
- Monitors the Internet resources accessibility appropriately
- Handles the advising, researching, advocacy and monitoring of policy/strategy that relate to Youth Development: to implement the youth development policy and to ensure the proper execution of the aims and objectives of the Youth development Act
- Perform any other duties that may be required from time to time

6. PMS OFFICER

Basic salary: R 205 934.40 (Excluding benefits)

Requirements: Grade 12, HRM Diploma/Degree.2 year's relevant experience in a municipal environment

KPA'S

- Report on progress & shortfalls made on integrated development plan implementation.
- Provide IDP information and M&E framework to relevant stakeholders.
- Monitor performance progress of IDP projects. Develop IDP monitoring & evaluation (M&E) framework.
- Submit framework for approval
- Perform any other duties that may be required from time to time

7. CHAUFFER SPEAKER

Duration: Linked to term of office of the current speaker

Basic salary: R 116 345.28 (Excluding benefits)

Requirements: Grade 12, Code C1 .2 year's relevant experience. Advanced Driving Courses with accredited institutes will be an added advantage

KPA'S

- Transports the Speaker to/ from scheduled public events and functions, by
- Checking specific safety requirements have been complied with prior to departure and using designated routes to specific locations/ venues.
- Communicating with Protection personnel on specific safety requirements during travel and applying agreed procedures to counteract or avoid life threatening incidents.
- Communicating with the Executive Security in respect of the programme/ schedule of meetings.
- Identifying with locations and venues and establishes routes, taking into consideration risk/ safety aspects.
- Interacting with Protection Services and external departments (South African Police Services) and security services in respect of high profile functions and possible volatile situations and comprehending safety

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instructions and contingency plans in cases of emergencies.

- Conducting and recording details of vehicle safety inspections and/ or informs the Executive Secretary to activate maintenance requisitions and confirm service/ repair appointments.
- Perform any other duties that may be required from time to time

To apply for the above post use:

Applications must be accompanied by an application letter, a detailed CV, originally certified copies (not old than 3 months) of academic qualifications, copy of an identity document.

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: 03 February 2017

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





MAKHUDUTHAMAGA

LOCAL MUNICIPALITY

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

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