



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

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

Department: Infrastructure Development

Technician: Projects (2 posts)

Basic salary: R168 686.76 per annum (excl benefits)

Minimum requirements: • A diploma in Civil Engineering, with a minimum of 2 years' relevant experience in projects • A valid Code C1 driver's licence.

Key performance areas: • Coordinate the implementation of all infrastructure projects within the municipal area of jurisdiction • Monitor the implementation of legislation related to infrastructure management • Provide support to the Municipality in the development of the IDP with regard to infrastructure • Monitor contractors and consultants during the implementation of projects • Monitor the project budget and expenditure • Ensure that projects are completed within time, budget and required quality • Offer technical support and evaluation of proposed projects in alignment with the respective municipal IDPs and the regional and provincial growth and developments plans • Manage labour-intensive projects in line with the EPWP framework and related reporting requirements • Arrange regular project progress meetings • Conduct site visits/meetings to ensure compliance with business plan conditions • Verify payment certificates and prepare monthly payment schedule documentation • Maintain project performance data on national references • Assist with other related municipal infrastructure programmes.

Department: Budget & Treasury

Bookkeeper: Budget & Reporting

Basic salary: R168 686.76 per annum (excl benefits)

Minimum requirements: • A BCom Accounting or equivalent in Accounting • A minimum of 2 years' relevant experience • Minimum competency level in terms of the National Treasury or articles will be an added advantage • Computer literacy • A valid driver's licence.

Key performance areas: • Ensure that all budget-related documents are placed on the website timeously • Check the over/under spending of budget • Control the effective implementation of recordkeeping and safeguarding documents related to the budget section • Apply financial accounting procedures to control and report on expenditure • Support and participate in internal and external auditing by providing required information • Ensure compliance with internal control measures and regulations.

Contract & Logistics Officer

Basic salary: R168 686.76 per annum (excl benefits)

Minimum requirements: • A diploma in Supply Chain Management/Logistics • A minimum of 2 years' relevant experience • Minimum competency level in terms of the National Treasury or articles will be an added advantage • Computer literacy • A valid driver's licence.

Key performance areas: • Manage the contracts of the Municipality • Prepare contract registers • Keep municipal contracts safe • File bid committee minutes • Reconcile fleet management cards • Check and monitor the budget of fleet management • Control fleet management services • Ensure compliance with internal control measures and regulations.

All posts are based in Jane Furse.

Enquiries: Corporate Services Department: HRM, Mr CT Thobejane, tel. (013) 265-8619 or 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 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. 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: 19 July 2013 at 16:30

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