



MAKHUDUTHAMAGA MUNICIPALITY

Private Bag X434
JANE FURSE
1085

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

Department: Technical Services

1. Director: Technical & Infrastructure Services

(05 years Fixed Term Performance based contract: Remuneration Package: Negotiable)

Requirements: A degree/diploma or equivalent qualification in Civil Engineering. A post graduate degree, in the relevant field will be an added advantage.

Registration as a professional Engineer with the recognized Engineering Professional Body.

Extensive knowledge of Infrastructure Maintenance and Management Systems. At least five years Experience at Senior Management Level and preferably in municipal environment. Extensive Knowledge of Local Government Legislation and understanding of Local Government systems is essential.

Responsibilities: The incumbent will be accountable to the Municipal Manager and will be responsible for the following:

Ensure implementation of the departmental strategic plan and SDBIP, Prepare and take control of the departmental Budget, Overall responsibility of electrical, PMU, Administer engineering contract and infrastructure development. Develop and monitor the implementation of the departmental policies and By-Laws, Manage and ensure productive utilization of personnel within the Infrastructure department, Overall responsibility for the implementation of the PMS within the department, perform any other duties that may be required from time to time.

Department: Corporate Services

2. Communication Officer: External and Events

Salary: R 167 847.15 (Excluding benefits)

Requirements: Grade 12, three years Bachelor's degree/ Diploma in Communication, Media or Journalism/ graphic design, 02-03 years experience in Communication, Valid code 08 drivers license

Skills and Knowledge:

- Communication and writing Skills, Analytical Skills, Good interpersonal Skill Computer literacy, Presentation Skills, Research Skills, Local Government Legislations.

Key responsibilities:

- Implement internal and external communication policy programmes and strategies, Facilitate the development and maintenance of effective communication links with external stakeholders, Plan and coordinate events e.g. media conferences, Create, Compile and publish municipal newsletters, Develop, implement and measure a communication and public relations plan for municipality, Compile and implement the marketing strategy/plan, Ensure healthy relationships with external stakeholders, clients and employees, Develop marketing tools, publications, promotional items, advertisements and exhibitions, Co-ordinate and arrange all municipal Functions
- Coordinating municipality 's external communication system, Represent the municipality at relevant forums, Develop and compile quarterly external company newsletter and annual report, Establish and maintain a reputable municipality brand and reputation, Able to operate Video camera and still Cameras

3. Youth Officer**Salary: R 167 847.15 (Excluding benefits)****Requirements:** Grade 12, (BA Degree/ Diploma;)

02-03 years relevant experience in youth Development programmes, Valid code 08 drivers license

Skills and Knowledge:

Communication and writing Skills, Analytical Skills, Good interpersonal Skill Computer literacy, Presentation Skills, Research Skills, Local Government Legislations

Key responsibilities:

- Liaising with relevant organisations and drafting a youth work development plan/projects; Prepares monthly reports on youth development progress, Create database for youth development organization with the municipality, Initiate programmes and services in the area, to enable the municipality to implement Mayors Advocacy role effectively. Co-ordinate plans, proposals and activities for the local youth council, Liaise with the District, Provincial, and national youth organizations, Makes recommendations on youth project allocations.
- .Ensure maximum youth participation in all municipal programmers Undertakes any other duties appropriate to the post as determined by the Manager, from time to time.

4. Secretary: Mayor's Office**Basic Salary: R 128 579.40 (Excluding benefits)**

Temporary post (05 years Fixed Term Contract)

Requirements: Grade 12, Secretarial Certificate/Diploma.1 year experience as secretary

Key responsibilities:

- Scheduling, confirming and updating the diary of the Mayor and alerting or indicating priority/ urgent meetings requiring attention.
- Organising, confirming and scheduling meetings/ appointments with internal departments/ external officials, arranging the venue and attending to catering/ refreshments requirements, Copy typing and formatting documents/ reports and creates presentations using word processing and related office applications, Preparing

notification, agendas and minutes for specific meetings (Council/ Executive Committee) and attending to the distribution and/ or arranging for the collection of documentation prior to scheduled meetings, Perform any other duties that may be required from time to time.

5. Mayoral chauffeur

Basic Salary: R 89,907.44

(Temporary Post 05 years Fixed Term Contract)

Requirements: Grade 12.C1 valid driver's license. Five years driving experience.
Knowledge and Skills: Ability to read maps.

Key responsibilities:

- Complete the vehicle requisition form and log book and obtain approval; Drive the vehicle and take the mayor on certain occasions to and from various destinations; conduct routine vehicle checks, Report any damages that may occur, Make booking arrangements for services telephonically or in person, seek approval and take vehicle for service. Perform any other duties that may be required from you time to time

Department: Community Services

6. Community Services Clerk

Basic Salary: R 102 568.08

Requirements: Grade 12, Computer Literacy

Key responsibilities:

- Assist in the operation of reception and switchboard, Transmitting facsimile copies to specific destinations and recording transmission details confirming receipt, time and date of execution; Photocopying original documentation as per requests received from personnel.
- Writing proof of residence for public, Perform any other duties that may be required from time to time

7. Sports, Arts, Culture & Recreation Officer

Salary: R 167 847.15 (Excluding benefits)

Requirements: Grade 12, Degree/National Diploma 2- 3 years relevant experience in sports and local government.

Knowledge and Skills:

Communication and writing Skills, Analytical Skills, Good interpersonal Skill Computer literacy, Presentation Skills, Research Skills, Local Government Legislations

Key responsibilities:

- Promote, Coordinate and Monitor sports, arts and culture within the Municipality, Create Sports Database, Establish and maintain a link with the community and encourage active participation, Develop and implement a sports, arts and culture activity programmes, Liaise with similar portfolio holders in other Local Municipalities, Develop unit/department strategic programmes and operational plans with appropriate budget implications to ensure strategic alignment.

8. Occupational Health and Safety Practitioner**Salary: R 167 847.15**

Requirements: Grade 12 certificates, a three year Degree /Diploma in a relevant field, two years experience in the OHS environment.

Knowledge and Skills:

- Good communication skills, both in writing and in person, Mediation and conflict resolution skills, The ability to manage multiple projects, The ability to remain open-minded and objective, Good health and physical fitness, Good interpersonal skills.
- OHSA, Municipal frameworks and ACTS.

Key responsibilities

- inspect workplaces to ensure equipment, materials, and production processes do not present a safety and health hazard, investigate health and safety related complaints, enforce health and safety laws and regulations, review and make decisions regarding situations where a worker has refused to work on the grounds that danger exists, or the work will cause danger to the worker, provide advice regarding the development of safe and healthy practices, encourage managers, supervisors and employees to participate in occupational health and safety, programs, Investigate workplace fatalities, serious injuries and near misses.

9. INTERNSHIP IN THE FIELD OF FINANCE; INTERNAL AUDIT AND RISK MANAGEMENT

(The employment is temporary for the period of two years) salary: R96 940.92

FIELD	REQUIREMENT	RESPOSIBILITIES
FINANCE X2	<p>Three years National Diploma/Bcom in accounting, business management, supply chain management, Cost management, finance</p>	<p>-Assist in enabling the municipality to comply with all requirement to the MFMA</p> <p>-Assist in all areas of financial management within the department</p> <p>-Assist in the implementation of Supply Chain Management</p>
INTERNAL AUDIT X1	<p>-National diploma/Bcom degree in Internal Auditing</p> <p>-Proficiency with Microsoft Office applications</p> <p>-Excellent Verbal/Written communication skills</p> <p>-Ability to make independent judgment and initiative to make decisions.</p> <p>- Ability to maintain confidentiality.</p> <p>-Ability to assimilate and summarize information.</p>	<p>-The Internal Audit Intern will assist in evaluating existing internal control documentation, testing current processes and procedures and providing recommendations.</p> <p>-The Internal Audit Intern is expected to constructively work with all departments to improve internal controls across the municipality.</p> <p>-Assist in interviewing individuals in various financial and operational positions regarding day-to-day duties and controls</p>
RISK X1	<p>-National diploma/Bcom degree in risk management/internal audit</p> <p>-Proficiency with Microsoft Office applications</p>	<p>-Assist in the development and review of risk management policies and procedures.</p> <p>-Assist in the implementation of annual risk management plan.</p> <p>-Facilitating risk assessments and awareness</p> <p>-Monitoring of mitigation</p> <p>-Perform all other duties as assigned by the Chief risk officer from time to time.</p>

No fax, e-mailed or Z83 applications will be accepted.

A cover letter clearly stating the position applied for and curriculum vitae, certified copies of academic qualifications and a copy of an identity document must accompany the applications. Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

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 all applications to: The Municipal Manager, Makhuduthamaga Municipality, Private Bag x 434, Jane furse, 1085

CLOSING DATE

05 October 2012 at 16:00

ENQUIRIES: Corporate Services: HRM

Mr. Thobejane C.T, 013 265 8619 and Mr. Radingoana M.J, 013 265 8616

Switchboard: 013 265 8600

ALL POSTS ARE BASED IN JANE FURSE.