



Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

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

1. Senior Examiner: VTS (X1)

Basic Salary: R353 813, 04 per annum (excluding benefits)-Task Grade 13

Centre: Nebo DLTC

Requirements: Grade 12 plus Diploma in Motor Vehicle or equivalent relevant. Code EC Driver's License. 2 years' relevant experience.

KPA's: To relive as management representative with all the responsibilities of the position when required necessary by senior manager. Utilise equipment's and perform examiner duties as prescribed by legislation. Assist with good housekeeping as per work instruction 12. Assist with equipment quality checks and calibration. Check validity of vehicle license by comparing to what is in system. Check that the testing form has been completed properly. Check that the testing payment has been made. Capture the registration number on the form. Read the engine and chassis number on the licence disc to the Pit Assistant to check against the numbers on the engine. Check the state of the vehicle both inside and outside. Drive the vehicle through the pit. Test the car for road worthiness by checking windows, seatbelts, brakes, doors, indicators, brake lights etc. Capture pass information on the system for the owner can collect roadworthy certificate from Clerks upon payment. Capture fail information on the system and give owner a 14-day notice to get the issues fixed. Maintain cleanliness of the testing station building. Take care of equipment and ensure calibration is done. Handle first line customer queries. Staff supervision.

2. Finance Intern (X1)

Stipend: R169 617.72 per annum (excluding benefits)

Duration: 24 Months Contract

Centre: Main Office, Jane-Furse

Requirements: Grade 12, BCom/ National Diploma in Accounting, Financial Management, Cost and Management Accounting, Public Finance, Internal Auditing or equivalent relevant qualification.



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

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KPA'S: Revenue collection and billing. Budget planning and implementation. Financial reporting. Assets verification and maintenance of assets register. Implementing the supply chain process and regulations and implementation of expenditure management internal control.

To apply for the above post:

The application must include Application Form (for officials below senior managers), obtainable from the Municipal website (www.makhuduthamaga.gov.za) and a detailed Curriculum Vitae, Certified copies of Identity Document, drivers' license any other required Certificates and the highest required qualifications. Failure to comply with the above request will result in your application being disqualified. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report. Certified documents must not be older than 6 months.

E-mailed and faxed applications will not be considered.

Enquiries: Letshedi G

HR: (013) 265 8658

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-deliver 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: 23 February 2024

Applications received after the closing date will not be considered, and if you don't hear from the municipality within 90 days then regard your application as being unsuccessful.

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



MAKHUDUTHAMAGA

LOCAL MUNICIPALITY

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Advertisement for two posts: Senior Examiner: VTS (X1) and Finance Intern (X1)

Approved	Not Approved	Approved as amended
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Moganedi RM
Municipal Manager

29/10/2024
Date

Office of the Municipal
Manager

**MAKHUDUTHAMAGA LOCAL MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER**

DATE: / /20

SIGN.....