



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

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

MANAGER TOWN PLANNING AND SPATIAL DEVELOPMENT • Basic Salary: R 284 125.56 (Excl benefits)

Benefits includes: Cell phone, travel/car allowance and employer's contribution to medical aid & pension. **Minimum Requirements:** • Grade12, Bachelors Degree in Town- and Regional Planning • Registration as Professional Town and Regional Planner at Council for Town and Regional Planners - TRP (SA). • B Drivers licence .Management and Organisational skills. 3 Years experience as town planner. **KPA's:** • Implementation of spatial development framework and land use management scheme. • 8 Manage processing of land applications. • Ensuring compliance, by applicants and developers to the SDF and LUMS. • Liaise with land development stakeholders on land use related matters. • Attend public enquiries relating to town planning. • Develops and monitors systems, policies, procedures and processes to ensure correct working operations and practices • Manages and monitor land use control and development in order to ensure the harmonious development of land uses • Manages Strategic or Forward Town Planning activities in order to ensure co-ordinated spatial planning and development.

SENIOR HR PRACTITIONER • Basic Salary: R 244 064.64 per annum (Excl benefits)

Benefits includes: Cell phone, travel/car allowance and employer's contribution to medical aid & pension. **Minimum Requirements:** • Three years N Diploma / B.Degree in HRM • Minimum of three years relevant experience • Must be Computer literate • Have valid driver's license • Knowledge of legislative framework governing the Local Government. **Key Performance Areas:** • Develops and monitors systems, policies, procedures and processes to ensure correct working operations and practices • Performs human resources and administrative activities to ensure optimal utilization of resources • Facilitates implementation of management-labour relations for the organisation to ensure effective control • Facilitates and monitors implementation of disciplinary and grievance procedures • Manages contracts for HR-related activities to ensure effective administration • Personnel Administration • Develop, implement and maintain a personnel information system to ensure an efficient and effective data base for Human Resources • Facilitate the development and implantation of human resources strategies.

INVENTORY OFFICER (Excl benefits) • Basic Salary: R 192 462.12

Benefits includes: Cell phone, travel/car allowance and employer's contribution to medical aid & pension. **Minimum Requirements:** Grade12, B.Com degree/Equivalent • Two years experience. **KPA's:** • To maintain record of receipts as well as issuance of items that are going out of the warehouse so as to ensure accuracy and completeness • To be involved in reconciliation of physical stock with the stock in the system • To oversee that the arrangement of goods has been done in an orderly system within the stock location system so that the stock can be stored easily and retrieved whenever there is a requirement. Similarly, he/she ensures that the stocks stay physically protected in the warehouse • To undertake the function of stock taking and confirm the periodic stock on a regular basis by working closely with the designated staff members • To supervise the offloading process, the subsequent arrangement of merchandise, material, etc., and consignment so that it can be accessed and identified easily • To ensure the correct and timely valuation of the inventory and to be involved in directing and managing procedures related to offloading, packing and unpacking.

PMS OFFICER (Excl benefits) • Basic Salary: R 192 462.12

Benefits includes: Cell phone, travel/car allowance and employer's contribution to medical aid & pension. **Minimum Requirements:** Grade12, N6/Diploma/Degree in Development studies/Human resources Degree/Diploma.2 years experience in PMS. **KPA's:** • Provide inputs into and generating aspects that should be included in the Organisational Strategic Plan and IDP during the IDP Review Process and development of Institutional, Departmental and Sectional Scorecards • Designing of the Departmental vision in order to ensure that it is in line with the Institutional vision and implementation of the organisational strategy through monitoring the facilitation of departmental sessions whereby an aligned vision for the department is developed. • Developing Action Plans based on operational objectives and strategies developed through departmental visionary development process to ensure achievements of departmental vision. • Developing standards for performance in order to ensure standardisation of performance level of the municipality.

Payroll Officer (Excl benefits) • Basic Salary: R 192 462.12

Benefits includes: Cell phone, travel/car allowance and employer's contribution to medical aid & pension. **Minimum Requirements:** Grade12 and appropriate qualification in payroll administration/accounting/financial management at NQF level 6 and two years experience. **KPA's:** • Update and maintain payroll information on the Payroll System. • Verify amounts deductible from employee salaries such as TAX, Pension funds, UIF etc. • Ensure timeous payment of employee salaries and claims. • Generate payroll report per department/unit and corresponding exception reports. • Provide information and explanation on salary calculation for employees. • Capturing approved budgetary provisions in respect of payroll expenses. • Ensure proper payment of overtime and optimization of the same. • Keep all proper financial transaction supporting source documents. • Adherence to financial procedures and policies to instill compliance with legislature and regulations. • Support and Participate in the internal and external auditing by providing required information. • Prepare, verify, print and distribute salary advices with correct information. • Reconcile salary payment transactions in General Ledger and Appropriate Journals. • Prepare the payroll and submit for approval to Head of Departments and Human resource Manager.

No fax, E-mailed or 283 applications will be accepted. To apply forward: a signed cover/application letter specifying the vacancy applied for, a detailed CV, originally certified (not more than 3 months) copies of academic qualifications, and copy of an identity document must accompany the application. Failure to comply with the above request will result in your application not being considered.

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 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.** Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

Closing Date: 05th June 2015

ENQUIRIES: Corporate Services Department: HRM, Mrs Mpogeng T.M, Tel: (013) 265 8619 and Mr. Radingoana M.J, Tel: (013) 265 8616 • Switchboard: (013) 265 8600. Makhuduthamaga Local Municipality is an equal opportunity and Affirmative action employer.

Moropa M.E - Municipal Manager.