



MAKHUDUTHAMAGA

LOCAL MUNICIPALITY

Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

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

1. Manager: Revenue (X1)

Basic Salary: R502 264, 73 p.a (excluding benefits) – Task Grade 16

Centre: Main Office, Jane-Furse

Requirements: Grade 12 plus Bachelor's Degree in Accounting or Financial Management or Municipal Financial Management Programme Certificate or equivalent relevant qualification. 5 year's finance experience, of which 3 years is in a supervisory capacity.

KPA's: Provide revenue management strategic support to the Municipality. Provide billing management oversight. Debt collections and credit control. Financial management. Human resource management.

2. Assistant Manager: Assets (X1)

Basic Salary: R353 813, 04 p.a (excluding benefits) – Task Grade 13

Centre: Main Office, Jane-Furse

Requirements: Grade 12 plus National Diploma in Financial Accounting or equivalent relevant qualification. 3 years' relevant experience.

KPA's: Ensure accurate assets management. Ensure that all items of Property Plant and Equipment are recorded in terms of the requirements of GRAAP. Ensure that all completed projects recorded in accordance with GRAAP. Supervision of personnel.

3. Cashier (X2)

Basic Salary: R141 990, 66 p.a (excluding benefits) – Task Grade 06

Centre: Main Office, Jane-Furse

Requirements: Grade 12 plus Certificate in Accounting. No criminal record. 1-year relevant experience in finance.



KPA's: Keep residents informed about their accounts with the Municipality and update direct payments against client accounts statements and provide timeous account information when required. Provide cash services to Municipal clients and maintain records of cash receipts and conduct daily reconciliations and prepare for banking. Ensure that payment transactions are reconciled and processed in accordance with acceptable accounting practices.

4. Driver (Dipper/Truck/Bakkie) (X1)

Basic Salary: R141 990, 66 p.a (excluding benefits) – Task Grade 06

Centre: Main Office, Jane-Furse

Requirements: ABET Level 3 plus code EC1 Drivers' license with PRDP. 1-year relevant experience.

KPA's: Perform specific tasks/ activities at the depot prior to and on completion of allocated assignments, by ensuring that instructions and departmental procedures are complied with to enable the execution of service delivery related activities. Perform specific tasks associated with the operation of heavy vehicles and/or other vehicles (light motor vehicles). Maintains machinery and equipment and tools.

5. Plant Operators (X3) (Re-advertisement)

Basic Salary: R141 990, 66 p.a (excluding benefits) – Task Grade 06

Centre: Main Office, Jane-Furse

Requirements: Grade 10/ABET Level Certificate. Certificate in plant operation. Code EC driver's license. 1-year relevant experience.

KPA's: Ensure proper operation of plant machinery and vehicles. Ensure sidewalks, storm-water & curbing are maintained & operational. Ensure effective utilization of tipper lorries.

NB: Applicant who previously applied for the position of Plant Operator must reapply if still interested in the position.



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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 certificate(s) and the highest required qualification. 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:

HR - Letshedi GR (013) 265 8658 & **Moraila E** (013) 265 8617

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.

POPIA Disclaimer: To consider an application for employment, the applicant's personal information must be processed. Therefore, by submitting an application, the applicant agrees to the processing of his/her personal information and the sharing thereof with third parties for background checks and verifications.

Closing Date: 30 September 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.



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

Approved ✓

Not
Approved

Approved as
amended

Moganele RM
Municipal Manager

10/09/2024
Date

Office of the Municipal
Manager