



# MAKHUDUTHAMAGA MUNICIPALITY

Private Bag X434  
JANE FURSE  
1085

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

## 1. MANAGER: ENVIRONMENTAL AND WASTE MANAGEMENT

Basic salary: R 304 014.24 (Excluding benefits)

Requirements: Grade 12, B Degree/Diploma in Environmental Science/Management or equivalent . 3 years relevant experience

KPA'S:

- Responsible for high quality street environmental cleaning services to ensure clean environment
- Responsible for the operation of high quality landfill/dumping site to ensure effective operation
- Enforce environmental Compliance
- Conduct environmental education and awareness
- Responsible for the effective removal of hazardous waste in the municipal area to ensure clean and neat environment
- Take ownership of the provision of high quality refuse removal services to both domestic and business entities to ensure a hygienic environment to the community
- Manage administrative and human resources related activities to ensure effective and optimal utilization of resources
- Monitors and supervises utilization, application and maintenance of machinery, equipment, tools and material to ensure optimal work performance
- Perform any other duties that may be required from you time to time

## **2. RESEARCHER**

Basic salary: R 261 149.16 (Excluding benefits)

Requirements: Grade 12, 3 year tertiary qualification in social sciences or equivalent .2 year's relevant experience

KPA'S:

Co-opt advisory support to the MPAC committee as per Section 79 and 80 of structures Act,1998, do research work for the committee, help in developing a working programme annually, make recommendations to council after findings, work with the committee to undertake investigation and compile over site reports to enhance good governance, interrogates reports(A-G, Audit committee, annual reports and financial statements- AFS),interview stakeholders to gather information(e.g. Community member, municipal officials, Councillors and etc).

Perform any other related duties as instructed by supervisor

## **3. IT OFFICER**

Basic salary: R 205 934.40 (Excluding benefits)

Requirements: Grade 12, 3 Year Diploma in IT. N+ A+ and security plus qualifications will be an added advantage. 2 years relevant experience.

KPA'S:

- Hardware/ software installation and system maintenance
- Co-ordinates tasks/ activities associated with the provision of End User support and analyses, diagnoses and resolves software/ hardware related problems ensuring optimum and uninterrupted functionality of operating systems and applications within the Department
- Provides support associated with the capability of application software, peripheral devices, connectivity and/ or functionality of operating software and hardware devices
- Analyses and provides recommendations pertaining to the information systems hardware/ software and/ or capacitates end-user on specific applications
- Co-ordinates specific sequences associated troubleshooting and problem solving application problems and installs new software and/ or hardware
- Perform any other duties that may be required from time to time

#### **4. PUBLIC PARTICIPATION OFFICER**

Basic salary: R 205 934.40 (Excluding benefits)

Requirements: Grade 12, 3 year tertiary qualification in social sciences or equivalent .2 year's relevant experience

KPA'S:

- Link the Council with the community so that continuous interaction between the Council and the community is ensured
- Responsible for administration of the special projects and programmes to provide an administrative support base
- Make sure that the community is informed about the council's special programmes, e.g. "gender issues", "old age programmes", "youth programmes", "disabilities", etc
- Develop implementation plans for special programmes
- Interact with national and provincial agencies and institutions and relate to policies and strategies
- Perform any other duties that may be required from time to time

#### **5. SWITCHBOARD OPERATOR**

BASIC SALARY: R 125 842.32(Excluding benefits)

Requirements:

- Grade 12 Certificate with relevant experience
- Basic Computer literacy
- Bilingual (Ability to communicate fluently in English and a second language inherent to the region/district)
- Sound Telephone Etiquette

KPA's:

- Provide a switchboard service to all Clients. Answer, transfer and direct incoming calls in a timely manner using an updated telephone list
- Updated with daily activities, municipal policies and procedures to respond to the clients
- Update, maintain accurate contacts and information list of services, departments, staff members, and application requirements
- Report faults on telephone lines to the Information Services unit within the Municipality
- Attend to emergency/high priority calls and forward calls to relevant business units or send the message through emails
- Assist with any telephone related duties required by management
- Provide highest level of prompt and friendly response related to switchboard queries.

## **6. COUNCILORS WELFARE OFFICER**

Basic salary: R 205 934.40 (Excluding benefits)

Requirements: Grade 12, 3 year tertiary qualification in social sciences .2 year's relevant experience

### **KPA'S**

- Plan and co-ordinate delivery of training and development to ensure learning for councillors
- Monitor and provide feedback in terms of training and development indicators to ensure that training objectives are achieved for councillors
- Preparation of training needs for councillors
- Ensure councilors welfare
- Perform any other duties that may be required from time to time

## **7. HRM OFFICER**

Basic salary: R 205 934.40 (Excluding benefits)

Requirements: Grade 12, 3 years degree or diploma in HRM or equivalent ,2 year's relevant experience

### **KPA'S**

- Personnel Administration
- Develop, implement and maintain a personnel information system to ensure an efficient and effective data base for Human Resources
- Maintain a human resource information management system
- Facilitates the design and maintenance of organizational structure
- Facilitate the development and implementation of human resources strategies
- Perform any other duties that may be required from time to time

## **8. YOUTH OFFICER**

Basic salary: R 205 934.40 (Excluding benefits)

Requirements: Grade 12, NQF level 6 tertiary qualification in social sciences.2 year's relevant experience in a municipal environment

### **KPA'S**

- Provides Information to young people on all NYDA Products and Services.
- Provides Information on all five main information streams:
  1. Employment
  2. Self Employment
  3. Education and Training
  4. Health and Well Being
  5. Citizenship

- Organises and Conducts information dissemination through outreach where necessary, handles walk-in`s appropriately
- Assist young people needing help eg: at Reception Point, Resource Centre, and Internet Etc.
- Monitors the Internet resources accessibility appropriately
- Handles the advising, researching, advocacy and monitoring of policy/strategy that relate to Youth Development: to implement the youth development policy and to ensure the proper execution of the aims and objectives of the Youth development Act
- Perform any other duties that may be required from time to time

**To apply for the above post use:**

Applications must be accompanied by an application letter, a detailed CV, originally certified copies (not old than 3 months) of academic qualifications, copy of an identity document.

Failure to comply with the above request will disqualify your application.

**ENQUIRIES:**


HR:013 265 8619/16  
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- delivered 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: 27 July 2016**

Makhuduthamaga Local Municipality is an equal opportunity and Affirmative action employer.



