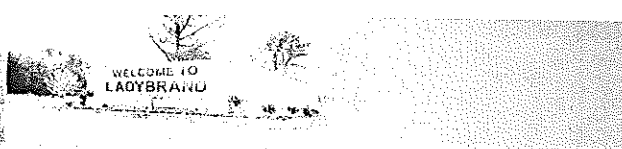


## MANTSOPA LOCAL MUNICIPALITY



**MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT, AND NEED TO APPOINT SUITABLY QUALIFIED AND EXPERIENCED PEOPLE IN THE UNDERMENTIONED POSITIONS.**

**PEOPLE WITH THE SKILL AND EXPERTISE TO DISCHARGE THE DUTIES OF THE UNDERMENTIONED POSITIONS ARE INVITED TO APPLY**

### INTERNAL VACANCIES

#### **FINANCE DIVISION**

##### **SENIOR CLERK BUDGET AND TREASURY:**

Salary: R77 329.46  
plus

(Post Level 5/4)

Permanent post

##### **BENEFITS OF THE POSITION:**

Pension / Provident fund,  
Medical aid,  
13<sup>th</sup> cheque,  
Annual leave.

##### **REQUIREMENTS OF THE JOB:**

Relevant B Degree or Diploma in Accounting  
Grade 12 Mathematics and Accounting  
2-3 years relevant budget and treasury experience within local government  
Computer literacy  
Good management and interpersonal skills.

##### **KEY PERFORMANCE AREAS:**

Co-ordinates and controls the application of accounting procedures by attending to the processing, verification and monitoring of expenditure accounts, generating and interpreting expenditure reports with a view to proving explanations on specific deviations and proceeding with adjustments and guiding and developing personnel on expenditure information processing sequences in order to ensure transactional records are accurate and up to date

##### **DEBTORS CLERK**

Salary: R135 719.26 per annum

(Post Level 7/4) Permanent Post plus:

##### **BENEFITS OF THE POSITION:**

Pension / Provident fund,  
Medical aid,  
13<sup>th</sup> cheque,  
Annual leave.

**REQUIREMENTS**

N6 or equivalent qualification and computer literacy i.e. office applications  
A tertiary qualification will be an added benefit  
Strong financial capability  
Exposure to the financial administration of a local authority  
Creative to initiate financial policies  
Ability to communicate both verbally and in writing in two of the following languages:  
Sesotho, English or Afrikaans  
Valid Driver's License will be an added advantage.

**KEY PERFORMANCE AREAS:**

Registration and deregistration of consumers  
Assessment of consumers  
Face value register  
Debit instructions  
Control over cashier's shortages  
Control over revenue in other towns  
Refer to drawer cheques  
Repayment of consumer deposits  
Credit balances on accounts  
Interim valuation of other towns and farms  
General administration.

**TRANSPORT CLERK: FLEET MANAGEMENT**

Salary: R135 719.26 per annum                      (post level 7/4)                      Permanent post plus

**BENEFITS OF THE POSITION:**

Pension / Provident fund,  
Medical aid,  
13<sup>th</sup> cheque,  
Annual leave.

**REQUIREMENTS OF THE JOB:**

N6 or equivalent qualification/ certificate in transport management  
Qualification with SAQA accredited institutions an added advantage  
Any other training in Road Traffic Act Legislations (AARTO) etc. and Transport  
Management would be an added advantage.  
A valid Driver's License

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Computer skills

Communication, planning and negotiation skills  
Valid and unendorsed driver's license, (PrDP an added advantage)  
Ability to learn and practice used in maintenance, repairs and operations of motor vehicles  
Ability to organize/schedule/prioritize request of vehicle or jobs  
Ability to maintain records of vehicle operations  
Appropriate mathematical skills to prepare basic statistical reports

**KEY PERFORMANCE AREAS:**

Plan, organize and control activities related to transportation  
Maintain contact with relevant authorities of roads and suppliers  
Make reservation of transport  
Issuing of Logbooks, vehicle check list books, trip authorities  
Performs vehicle inspections on all council vehicles on a regular basis  
All other functions related to transport as per job description and any other duties as may be prescribed within the division

**SUPPLY CHAIN CLERK**

Salary: R135 719.26 per annum post level 7/4 Permanent post plus

**BENEFITS OF THE POSITION:**

Pension / Provident fund,  
Medical aid,  
13<sup>th</sup> cheque,  
Annual leave.

**REQUIREMENT:**

N6 or equivalent qualification with Accounting / Mathematics as passed subjects  
Exposure to procurement processes an added advantage  
At least 3 years' experience in the finance related field  
Computer literacy on MS Word and advanced Excel

**KEY PERFORMANCE AREAS**

Communicating/ interacting with personnel across various Departments in respect of specific requirements and priorities.  
Receiving and verifying information recorded on requisition forms (vote numbers, specifications, etc), processing information onto the system and allocating order numbers.  
Providing input into the drafting of tender notices and/ or formulation of contracts in respect of procuring and appointing vendors/ service providers for the delivery of specific services (building and facilities maintenance, office equipment support, etc.)  
Communicating with the immediate superior on the status of specific orders and or possible steps necessary to avoid stock depletion based on supplier delivery lead times.\nObtaining quotations in accordance with guidelines stipulated in the Procurement

Policy.

Checking quoted prices and specifications against requisitions/ requirements of the Departments.

Interacting with supplier representatives and resolving aspects pertaining to quality, discounts and delivery lead times.

Obtaining samples of alternative/ substitute products and forwarding to departments for approval prior to confirmation.

Establishing the status of the order after approval through to delivery and communicating with the supplier on issues pertaining to short delivery, damage

#### **CREDITORS CLERK**

Salary: R135 719.26 per annum (Post level 7 /4) Permanent post plus

##### **BENEFITS OF THE POSITION:**

Pension / Provident fund,

Medical aid,

13<sup>th</sup> cheque,

Annual leave.

##### **REQUIREMENT:**

N6 or equivalent qualification with Accounting / Mathematics as passed subjects

At least 3 years' experience in the finance related field

Computer literacy on MS Word and advanced Excel

##### **KEY PERFORMANCE AREAS:**

Reconciliation of supplier accounts, processing of invoices and creating cheques.

Preparing and capturing of document for creditor account

Knowledge of various filling techniques

Co-ordinates and controls sequences associated with the verification and provision of information related expenditure transactions.

Co-ordinating the recording and processing procedures of expenditure transactions

Provides information on the status of payments and specific procedural applications.

#### **ASSET CLERK: FINANCE DEPARTMENT**

Salary: R135 719.26 per annum (post level 7/4) Permanent post plus

##### **BENEFITS OF THE POSITION:**

Pension / Provident fund,

Medical aid,

13<sup>th</sup> cheque,

Annual leave.

##### **REQUIREMENTS**

N6 or equivalent qualification in Finance.

At least 3 years' experience in the finance related field

Unendorsed and Valid Code B driver's license would be a pre-requisite.

Have the Language proficiency and mathematical skills  
Ability to read, analyse, and interpret financial journals, GRAP Standards and governmental regulations MFMA 56 of 2003  
Must be able to calculate figures and amounts for all accounting, budgets, statistical analysis and financial statements.  
Reports directly to the Asset Officer and Divisional Head  
Safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines of internal controls and checks across all departments  
Perform the day-to-day activities of fixed asset records and GRAP accounting,  
Work closely with Asset Officer in the development and updating of a GRAP compliant Fixed Asset Register  
Monitor and enforce adherence to Fixed Asset Policy by all employees  
Carry out responsibilities in accordance with the Municipal policies and applicable laws.  
Perform any other duties as may be prescribed within the department (FINANCE)  
Must be willing to work abnormal hours when requested and under minimum supervision.  
Ability to respond effectively to the most sensitive inquiries and complaints.

#### **BUDGET CLERK**

Post level 7/4 R 135 719.26 p.a permanent post plus

#### **Benefits of the position:**

Pension / Provident fund,  
Medical aid,  
13<sup>th</sup> cheque,  
Annual leave

#### **Key requirements:**

B.Com Degree in Accounting or B-Tech or Diploma in Accounting (NQF level 6)  
Computer literacy  
Completed or in the process of meeting relevant competency requirements laid down by National Treasury  
Experience and working with financial management systems is highly recommended

#### **Key Performance Areas**

Managing the total budget control and reporting function:  
Perform budget control by providing monthly reports to Directorates on performance of their budgets  
Perform mandatory reports as per legal requirements by Provincial and National Treasury  
Complete statistical reports require by Statistics South Africa  
Balance and reconcile investment register with bank statements and general ledger  
Regular reconciliations with SARS requirements

### **CASHIER x 3**

Salary: R135 719.26 per annum

post level 7/4 Permanent post plus

#### **BENEFITS OF THE POSITION:**

Pension / Provident fund,  
Medical aid,  
13<sup>th</sup> cheque,  
Annual leave

#### **REQUIREMENTS OF THE POST:**

N6 or equivalent qualification with Accounting / Mathematics as passed subjects  
Exposure to procurement processes an added advantage  
At least 3 years' experience in the finance related field  
Computer literacy on MS Word and advanced Excel  
Two of the following languages: English, Afrikaans , Sesotho  
Computer skills (Office package)  
Strong interpersonal and communication skills  
Ability to function under pressure and with strict timelines  
Maintain absolute confidentiality

#### **KEY PERFORMANCE AREAS**

Receives payment against services rendered from the Public, by  
Communicating with the customer and attending to specific payment or sale enquiries  
and/ or providing information on tariffs for specific services.  
Calculating balances and explaining transactional recordings and penalties applicable  
and/ or providing information on specific products/ services e.g. metered service cards,  
hall hiring tariffs  
Collects and counts payment tendered verifying total against amount due and/ or  
seeking identification, checks recording and processes cheque payments.  
Issuing receipt reflecting amount tendered and confirms recording with the customer.  
In order to ensure customer enquiries and payment transactions are efficiently  
attended to and accurately processed in accordance with laid down departmental  
guidelines.  
Reconciles cash received against receipts issued to customers, by  
Separating denominations and commencing with control counting  
Sequences.  
Attaching duplicate receipts and deposit slips to schedules and filing in chronological  
sequence.  
Accessing// retrieving information and records to facilitate resolution of specific  
enquiries  
Maintains documentation and records of transactions and procedures

### **DATA CAPTURER x 3**

Salary: R122 493.36 per annum  
plus

(Post Level 8/4)

Permanent post

**BENEFITS OF THE POSITION:**

Pension / Provident fund,  
Medical aid,  
13<sup>th</sup> cheque,  
Annual leave

**REQUIREMENTS OF THE POST:**

Std 10 (Grade 12) with appropriate finance in the local government experience  
Two of the following languages: English, Afrikaans , Sesotho  
Computer skills (Office package)  
Strong interpersonal and communication skills  
Ability to function under pressure and with strict timelines  
Maintain absolute confidentiality

**DUTIES**

Performs specific tasks/ activities at the stores or work sites prior to and on completion of allocated maintenance assignments, by  
Receiving instructions from the immediate superior and/ or communicating with the Transport Clerk to establish details of tasks (vehicle, materials and personnel).  
Inspecting safety devices, controls, lubricant levels, etc on vehicles and reports defects to the immediate superior.  
Observing and/ or participating in the loading/ offloading sequences of material and equipment and correcting deviations from safety procedures.  
Transporting personnel, material and equipment to/ from specific locations.  
In order to ensure instructions and departmental procedures are complied with and Occupational Health and Safety rules adhered to

**Please forward your CV and covering letter (including three contactable references) and certified copies of qualifications. To the following address:**

Corporate Services Department  
Mantsopa Local Municipality,  
P O Box 64,  
Ladybrand,  
9745

or hand deliver to:  
Office of the Director Corporate Services  
38 Joubert Street, Ladybrand, 9745.

Fax and E-mail applications will not be considered. For enquiries please contact Ms P Moloi Telephone: (051) 924 0654 / 5




Fraudulent qualifications, documentation or driver's license from applicants will render the applicant immediately disqualified. A candidate/applicant who canvasses any Councillor/official of the Municipality for preference will also be disqualified from the selection process or from appointment. The Municipality reserves the right to appoint or not to appoint.

**The following people are encouraged to apply: Disabled, previously disadvantaged individuals, children from indigent families as well as child headed households**

**CLOSING DATE: 03 October 2017**

Approved / ~~Not Approved~~



**MR TP MASEJANE  
MUNICIPAL MANAGER**