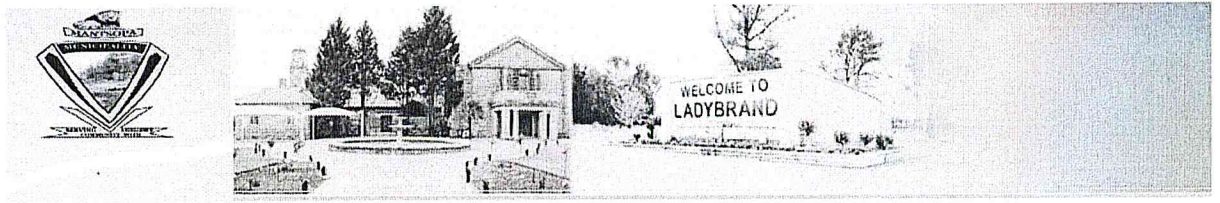


# MANTSOPA LOCAL MUNICIPALITY



## **INTERNAL VACANCIES**

**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:**

**FINANCE DEPARTMENT**

### **SENIOR DEBTORS CLERK – RE-ADVERTISEMENT**

Salary: R136 446.04 per annum

(Post level 5/4) Permanent post plus

**Benefits of the position:**

Pension / Provident fund,

Group fund,

Medical aid,

13<sup>th</sup> cheque,

Annual leave.

**Requirements of the post**

- BCom Degree in Accounting, Commerce, or equivalent qualification
- MFMP certificate will be added as an advantage
- 2-3 years relevant experience
- At least two language proficiency within the municipality

**Key Performance Area:**

- Calculation and posting of revenue to specific accounts
- Managing the process of printing and posting of consolidated bills to customers
- Handling the process of transactional data referring to specific transactional documentation and recordings, attending to amendments / adjustments and posting of transactions to specific accounts.

- Monitoring customer accounts by completing details on reminder notification indicating amount outstanding and circulating to account holders.
- Interacting with customers with respect to disconnections / reconnections or resumption of services
- Preparing documentation and records for handover to activate legal proceedings and collection
- Documenting payment term arrangements as agreed to with the customer and or executing write off sequences for unrecoverable debts upon approval.
- Attending to specific correspondence / telephonic enquiries, communicating and providing routine information.
- Receiving and preparing mail for postage, batching to sizes and inserting special delivery instructions
- Receives payment against services rendered from the Public,
- Performs tasks/ activities associated with the receiving and receipting payments for services/ products from the public
- providing information and explanation on charges and penalties,
- reconciling total collections against receipts
- Preparing schedules for verification prior to forwarding cash and cheques for depositing.
- Ensure the accuracy of the contracts loaded on the accounting systems

#### **TRANSPORT CLERK: FLEET MANAGEMENT**

Salary: R104 429.10 per annum                      post level 7/4    Permanent post plus

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

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

##### **Requirements of the job:**

Diploma/ certificate in transport management with SAQA accredited institutions

Any other training in Road Traffic Act Legislations (AARTO) etc. and Transport Management would be an added advantage.

##### **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

**STORES CLERK: ASSET MANAGEMENT**

Salary: R104 429.10 per annum                      post level 7/4    Permanent post plus

**Benefits of the position:**

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

**Qualifications required**

Diploma in Accounting from accredited Institutions

At least 1 year experience

**Knowledge, skills and abilities required:**

- Computer skills
- Communication, planning and negotiation skills
- Valid and unendorsed driver's license.

**Duties and Responsibilities**

- Maintain and manage Store in an effective manner
- Implement security and safety measures in the store room
- Perform daily tasks and duties in the stores; such as-
  - Stock receipt
  - Stock issuing
  - Updating & completion of stock cards
  - Prepare submissions for stock replacement.

- Maintain and Update store inventory cards timeously

Prepare inventory reports, records and monthly stock reconciliations

## **CREDITORS CLERK**

Salary: R136 448.04 per annum

Post level 7 /4

Permanent post plus

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

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

### **Requirement:**

- Grade 12 with Accounting / Mathematics as passed subjects
- At least 1 year experience in the 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 filing 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: R104 429.10 per annum

post level 7/4

Permanent post plus

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

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

### **Education and Experience:**

Diploma in Finance from an accredited institution.

At least 1 year experience in the related field

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

### **Skills and Attributes required**

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.

### **Key performance areas**

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.

## **COMMUNITY SERVICES**

### **ARTISAN: HANDYMAN**

Salary: R64 157.78 per annum (Post Level 14/4) Permanent Post plus

**Benefits of the position:**

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

**Requirements of the post**

- Trade Test Certificate in Carpentry with 2-3 year's experience
- Valid driver's licence (Code 08)
- Problem solving and analysis
- Team work
- Customer focus and responsiveness
- Computer literacy
- Technical report writing

**Key Performance Areas:**

- Maintain, construct, manufacture and repair wooden structures
- Carry out fitting and repairs of all types of ceilings
- Construct all types of cabinets
- Request and quantify material
- Write material requests and perform needs analysis on the job to be carried out
- Create work plans

Assess the managed

### **SUPERVISOR/DRIVER: PARKS, SKIPS AND CLEANING SERVICES: LADYBRAND**

Salary: R64 157.78 per annum (Post Level 14/4) Permanent Post plus:

**Benefits of the position:**

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

**Requirements of the job:**

- Post matriculation qualification relevant field.
- Work experience in the relevant field as well as supervisory skills will be an added advantage.
- At least two language proficiency within the municipal area

**Key performance areas:**

- Responsible for purification, waste water, oxidation ponds plants, pump stations, water and sewer network and water conservation demand management.
- Ensure that sewerage and water complaints/ leakages are promptly attended
- Maintain the smooth running of networks, pump stations and plants
- Ensure that reservoirs are full at all times and sustainable supply of water is maintained
- Must generate monthly report

**TECHNICAL SERVICES:****ADMINISTRATIVE OFFICER – WATER SERVICES**

Salary: R163 859.36 per annum

Post level 4/4

Permanent post plus

**Benefits of the position:**

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

**Requirements for the job**

- Grade 12
- Diploma in administration/Secretarial
- At least 5 year experience in the related field as administrator/secretary
- Computer literacy on MS Word and advanced Excel

**Key performance areas**

Liaise with Supervisors in the Water Services department

Assist with the personnel administration procedures to ensure an effective administration

Assist with the handling of all personnel enquiries, by answering enquiries regarding leave credits and general personnel administrative matters in the water services department

Monitoring clock system, attendance registers, overtime registers by using a computer

Liaise with the Skills development Facilitator on all matters of training for the department

Keeping of accurate records pertaining to all water services department

Perform any other functions as required within the department

## **DRIVER: HEAVY DUTY VEHICLES: REFUSE REMOVAL**

Salary R85 638.50 Level: 10/4

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

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

### **Requirements of the job:**

- Grade 12 Proficiency in at least two (2) official language of Municipality. Acceptable state of health in such a manner that inherent duties linked to the position can be performed.
- Code 11/C (Code 14/EC will be more advantaged)
- At least 3 years heavy duty vehicles driving

### **Key performance Areas**

- Collect garbage from buildings, businesses and other facilities as per schedule to ensure
- garbage is removed, transported and disposed of according to set policies and procedures
- Main Activities
- Collect garbage from residential buildings, businesses and other facilities
- Maintain daily records of pick-ups
- Pick up refuse in other areas as required
- Dispose of garbage according to set policies and procedures
- Do all other functions as determined by the department relating to his/her functions

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

Department of Human Resources  
Mantsopa Local Municipality,  
P O Box 64,  
Ladybrand,  
9745 or hand deliver  
38 Joubert Street, Ladybrand, 9745.

Fax and E-mail applications will not be considered.

For Enquires contact the HR Manager: Ms L Ntsepe on telephone: (051) 924 0654 / 5

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

**CLOSING DATE: 28 July 2014**

**SM SELEPE**   
**MUNICIPAL MANAGER**

