

MANTSOPA LOCAL MUNICIPALITY



INTERNAL AND EXTERNAL VACANCY

MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT, AND NEED TO APPOINT SUITABLE 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 AND THOSE PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY.

DEPARTMENT OF THE MUNICIPAL MANAGER

SECRETARY

Salary: R 280 099,37 p.a (Level 4/4)

Benefit of the position

Pension / Provident fund, medical aid, 13th cheque, annual leave

Requirements for the job:

- Grade 12
- Computer Literacy: MS Office
- 5-8 years relevant experience
- Good written and oral communication skills

Key Performance Areas:

- Ability to follow complex instructions as contained in written communication.
- Ability to respond in writing to complex types of communication.
- Conduct quality check for errors and omissions.
- Recommend appropriate course of action to supervisor.
- Filling, typing, scheduling and planning the Municipal Managers dairy.

- Make logistical arrangements for meetings, functions, conferences or any events of the Municipal Manager's office.

DEPARTMENT OF COMMUNITY, CORPORATE AND TECHNICAL SERVICES

SECRETARY X 3

Salary: R 233 239,35 p.a (Level 5/4)

Benefit of the position

Pension / Provident fund, medical aid, 13th cheque, annual leave

Requirements for the job:

- Grade 12
- Computer Literacy: MS Office
- 2-5 years relevant experience
- Good written and oral communication skills

Key Performance Areas:

- Ability to follow complex instructions as contained in written communication.
- Ability to respond in writing to complex types of communication.
- Conduct quality check for errors and omissions.
- Recommend appropriate course of action to supervisor.
- Filing, typing, scheduling and planning the Municipal Managers dairy.
- Make logistical arrangements for meetings, functions, conferences or any events of the Municipal Manager's office.

DEPARTMENT OF FINANCIAL SERVICES

SENIOR ACCOUNTANT: REVENUE

Salary: R 395 958,51 p.a (Level 2)

Benefit of the position

Pension / Provident fund, Medical aid, 13th cheque, annual leave, plus car allowance of 750 km per month.

Requirements for the job:

- B com degree/ B Tech diploma in Accounting and Finance
- Honours/ Advance diploma in Accounting and Finance (added advantage)
- Knowledgeable of the mSCOA regulation
- Billing system experience
- 5 to 8 years' experience in revenue field which includes 2 years of supervisory experience.

Key Performance Areas:

- Formulation and implementation of the credit control and debt collection policies and procedures.
- Organizing, planning and controlling the debt collection function
- Manage the credit control and debt collection processes.
- Liaison with all credit control stakeholders
- Management of Billing system
- Manage month end and year end billing by ensure that no transactions are done in new month before month end is done, that all integrations from billing to votes ledger is done and balanced from the month end, that all cash uploads have been done before closing the billing month to produce accurate billing and votes ledger reports.
- Management of Valuations Roll.
- Compiling the credit control and debt collection policy and procedures documents.

PAYROLL ACCOUNTANT

Salary: R376 773, 41 (Post Level 3)

Benefit of the position

Pension / Provident fund, Medical aid, 13th cheque, annual leave, plus car allowance of 650 km per month.

Requirements of the Job:

- BCom Degree or N Dip of 360 credit in Financial / Cost Accounting or equivalent.
- Computer literacy.
- At least 2-3 years experience in accounting/ finance
- Ability to work under pressure.
- Ability to maintain confidentiality.
- Attention to detail.
- Good verbal and interpersonal skill

Key Performance Areas:

- Maintaining and updating of employee's salary records on the payroll system.
- Update payroll system to reflect new appointments and termination in the workforce.
- Administering of the debts, deductions and taxes.

- Produce payroll reports from managers to evaluate.
- Preparation and processing of the monthly payroll file for payment.
- Prepare third-party file or reports for payment.
- Process payroll interfacing journals
- Attending to payroll inquiries from employees
- Any other payroll related duties.

ACCOUNTANT SCM AND EXPENDITURE

Salary: R376 773, 41 (Post Level 3)

Benefit of the position

Pension / Provident fund, Medical aid, 13th cheque, annual leave, plus car allowance of 650 km per month.

Requirements of the Job:

- BCom Degree or N Dip of 360 credit in Financial / Cost Accounting or equivalent.
- Computer literacy.
- At least 2-3 years experience in accounting/ finance
- Ability to work under pressure.

Key Performance Areas:

- Be aware of and able to apply the principles of GRAP and MFMA
- Ability to implement the SCM policies and processes and procedures.
- Ability to present and disclose financial statements pertaining to liabilities.
- Ability to amend and review financial policies in accordance with prevailing norms and standards.
- Ability to interpret and apply section 65 of MFMA.
- Responsible for compilation and preparation of Unauthorized, Irregular and Fruitless and wasteful expenditures registers.
- Responsible for monthly reconciliations for creditors
- Provide guidance to and supervises subordinates.
- Prepare forecasts of expenditure
- Conduct a capacity and credit check of potential vendors.
- Perform data analysis in monitoring and reporting templates checking for anomalies that indicative of obvious errors or concerns.
- Collate and analyses information for budget purposes.

ACCOUNTANT AFS

Salary: R376 773, 41 (Post Level 3)

Benefit of the position

Pension / Provident fund, Medical aid, 13th cheque, annual leave, plus car allowance of 650 km per month.

Requirements of the Job:

- BCom Degree or N Dip of 360 credit in Financial / Cost Accounting or equivalent.
- Computer literacy especially EXCEL
- At least 2-3 years' experience in accounting/ finance
- Knowledge of the Municipal financial systems

Key Performance Areas:

- Be aware of and able to apply the principles of GRAP, MFMA, Value Added Tax Act and Tax Administration.
- Calculate and interpret basic accounting ratios.
- Responsible for the compilation and preparations of GRAP compliant Annual Financial Statements
- Ability to present and disclose financial statements in terms of GRAP standards.
- Ability to amend and review financial policies in accordance with prevailing norms and standards.
- Provide guidance to and supervises subordinates.
- Align expenditure to budget and cash flow projections.
- Interpret financial statements.
- Understand financial statements and their applicability to valuations.

DEPARTMENT OF TECHNICAL SERVICES

SENIOR TECHNICIAN ELECTRICAL

Salary: R447 857,99 (Post Level 1)

Benefit of the position

Pension / Provident fund, Medical aid, 13th cheque, annual leave, plus car allowance of 850 km per month.

Requirements of the Job:

- National Diploma in Electrical Engineering (Heavy Current) / N6 Technical Certificate in Electrical Engineering (Heavy Current) plus Trade Test.
- 5- 8 Years relevant experience.
- Single phase taster
- MV & LV (11kv to 66kv) construction skill.
- Good knowledge of High & Low voltage system.
- PRDP- Professional Driving Permit
- Coaching skills
- Driver's License (C1)

Key Performance Areas:

- Perform planned maintenance on network up to and including 33kv in accordance with policies, directives, standard procedures, work practice, guidelines and service agreement.
- Respond to call out during abnormal conditions and power supply interruptions on 24 hours basis to minimize customer outage.
- Create assets on network up to and including 33kv in accordance with policies, directives, standard procedure, work practice, guideline and service agreements.
- Ensure a safe working environment and eliminates unsafe act, complying and statutory requirements.
- Provide on job training to technical officials and student training.
- Provide a one step technical service to customers.

ARTISAN ELECTRICAL x3

Salary: R 280 099,37 pa (Post Level 4/4)

Benefit of the position

Pension / Provident fund, Medical aid, 13th cheque, annual leave

Requirements of the Job:

- N6 Technical Certificate.
- 2 years relevant experience.
- Good knowledge of tools and special equipment.
- Good knowledge High and Low voltage system.
- PRDP – Professional Driving Skills.
- Driver's License (C1).

Key Performance Areas:

- Perform planned maintenance.
- Execute unplanned network maintenance.
- Ensure a healthy and safe working environment.
- Provide a one stop customer services.

TRUCK DRIVER X3 (LADYBRAND, EXCELSIOR, TWEESPRUIT)

Salary: R 137 081,66 pa (Post Level 10/4)

Benefit of the position

Pension / Provident fund, Medical aid, 13th cheque, annual leave

Requirements of the Job:

- Grade 10
- 5-8 years Grade 2/3 medium and heavy vehicle driving experience.
- CODE 14 drivers license and valid PDP
- Basic literacy.

Key Performance Areas:

- Map out driving routes ahead of time to determine the most convenient route
- Deliver water to community
- Report any defects
- Follow traffic laws
- Perform preventative maintenance
- Comply with truck rules and regulations
- Report road incidents

Applications to be forwarded as follows: Written application with CVs and covering letter (including three contactable references) and certified copies of the educational qualifications should be addressed to

Municipal Manager

Mantsopa Local Municipality

P.O. Box 64

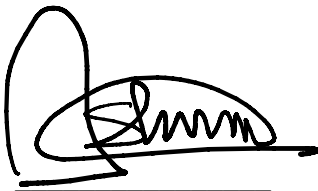
LADYBRAND

9745

Hand delivery @ 38 Joubert Street, Ladybrand 9745. Please note that no faxes or e-mails will be accepted.

FRAUDULENT QUALIFICATION, DOCUMENTATION FROM APPLICANTS WILL IMMEDIATELY BE DISQUALIFIED. A CANDIDATE / APPLICANT WHO CANVASSES ANY COUNCILOR FOR PREFERENCE WILL ALSO BE DISQUALIFIED FROM SELECTION PROCESS OR FROM APPOINTMENT.

CLOSING DATE: 31 MARCH 2023

A handwritten signature in black ink, featuring a large, stylized initial 'T' followed by a series of loops and a horizontal line extending to the right.

TD TSHIKUNDU
ACTING MUNICIPAL MANAGER