



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

**Makhuduthamaga Local Municipality invites suitably qualified applicants
to apply for the under-mentioned positions:**

Department: Budget and Treasury

Supervisor: Cashiers (2 Posts)

Basic salary: R112 653.84 per annum (excl benefits)

Minimum requirements: • A Grade 12 • A Certificate in Accounting • Extensive knowledge of the e-NaTIS System • A minimum of 2 years' relevant experience.

Key performance areas: • Perform administrative duties relating to all traffic income • Check daily receipts and banking • Perform general liaison and answer telephonic queries • Perform general administrative functions • Supervise cashiers • Verify recordings or counts prior to forwarding for depositing • Ensure the safekeeping of traffic documents • Submit collection reports promptly • Perform any other duties that may be delegated by the Supervisor from time to time.

Bookkeeper: Expenditure

Basic salary: R168 686.76 per annum (excl benefits)

Minimum requirements: • A BCom Accounting or equivalent in Accounting • A minimum of 2 years' relevant experience • Achievement of the Minimum Competency Level in terms of the Municipal Finance Management Act or articles will be an added advantage • Computer literacy • A valid driver's licence.

Key performance areas: • Perform reconciliation of individual creditors weekly • Prepare payments of suppliers on or before 30 days upon receipt of the tax invoice • Scrutinise and check the validity and accuracy of payments vouchers before final authorisation and payments • Control the effective implementation of recordkeeping and safeguarding of documents related to the Expenditure Section • Ensure all petty cash accounts are reconciled between General Ledger and physical counts • Apply financial accounting procedures to control and report on expenditure • Support and participate in internal and external auditing by proving required information • Ensure compliance with internal control measures and regulations • Perform any other duties that may be delegated by the Supervisor from time to time.

Accountant: SCM

Basic salary: R213 914.64 per annum (excl benefits)

Minimum requirements: • A BCom Accounting or equivalent in Accounting/Supply Chain Management • A minimum of 2 years' relevant experience • Achievement of the Minimum Competency Level in terms of the Municipal Finance Management Act or articles will be an added advantage • Computer literacy • A valid driver's licence.

Key performance areas: • Manage procurement of the Municipality • Ensure requisitions from all departments are processed timeously and in line with the budget • Ensure orders are issued in line with the Supply Chain Management policy and regulations • Prepare commitments register • Prepare schedule of all bid committees • Demonstrate knowledge of the SCM policy framework • Embrace and implement GRAP requirements within the financial management process • Source the documents design of all SCM documentation • Ensure that order documentation is signed off as per the municipal policy • Review the supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain • Ensure compliance with all relevant, applicable regulations • Ensure rotation of staff in the SCM unit • Implement a credible quotation management system • Ensure that the database is updated annually • Perform any other duties that may be delegated by the Supervisor from time to time.

Manager: Assets

**Basic salary: R249 027.13 per annum
(excl benefits)**

Minimum requirements: • A BCom Accounting or equivalent qualification • Sound knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations, and other legislation • 3 years' relevant experience • Achievement of the Minimum Competency Level in terms of the Municipal Finance Management Act or completed articles will be an added advantage • Knowledge of the CaseWare system will also be an added advantage • Computer literacy • A valid driver's licence.

Key performance areas: • Manage and report on Council assets • Ensure that compilation of the asset registers in terms of GRAP 17 • Ensure all Municipal assets are insured • Review the reconciliation of asset registers and general ledger • Prepare Property, Plant and Equipment reconciliation and notes on the Annual Financial Statement • Safeguard the municipal assets • Review the depreciation run on a monthly basis • Review the reconciliation of the stock control account • Stores - ensure that all stock and stock movements are managed, controlled and recorded • Ensure the proper process of unbundling of all Infrastructure Assets in accordance with GRAP • Support and contribute to the review of policies • Support the internal and external audit process • Perform any other duties that may be delegated by the Supervisor from time to time.

Manager: Budget

**Basic salary: R249 027.13 per annum
(excl benefits)**

Minimum requirements: • A BCom degree in Finance or equivalent qualification • A sound knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations, other legislation, and procedures and processes pertaining to Local Government finance • 3 years' relevant experience • Achievement of the Minimum Competency Level in terms of the Municipal Finance Management Act or completed articles will be an added advantage • Computer literacy • Knowledge of the Caseware financial system will also be an added advantage • A valid driver's licence.

Key performance areas: • Review a three-year (multi-year) operational and capital budget and cash flow budget with relevant financial information in terms of a budget process as prescribed by National Treasury and in line with Council's Integrated Development Plan • Prepare and report on budget matters to the Chief Financial Officer on a monthly basis as required in terms of the MFMA • Monitor and implement Council's budget plan and draft budget in a multi-year format • Check and monitor the service delivery budget implementation plan on a regular basis • Complete budget reports, budget control, processing and reporting of statistics to any relevant institution • Compile original/adjustment budget versus actual spending • Assist in the interface of the Council's Integrated Development Plan with the approved budget • Monitor monthly spending of the municipal budget and report to the Chief Financial Officer • Support and contribute to the review of policies • Implement GRAP requirements within financial management processes • Verify that all budget-related documents are placed on the website timeously • Support the internal and external audit process • Perform any other duties that may be delegated by the Supervisor from time to time.

Enquiries: Corporate Services Department: HRM, Mr CT Thobejane, tel. (013) 265-8619
Mr MJ Radingoana, tel. (013) 265-8616 (Switchboard): tel. (013) 265-8600

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

Canvassing for the appointment is strictly prohibited and any corroborating evidence thereof will disqualify the applicant.

To apply, please forward a signed cover/application letter specifying the position applied for, accompanied by a detailed CV, recently (not older than 3 months) certified copies of academic qualifications and copy of Identity Document, and driver's licence (where applicable). No faxed, e-mailed or Z83 applications will be accepted.

Failure to comply with the above request will result in your application not being considered.

Please forward applications to the Municipal Manager, Makhuduthamaga Local Municipality, Private Bag X434, Jane Furse 1085 OR hand deliver at Stand No 1, Groblersdal Road, Jane Furse 1085.

Closing date: 5 July 2013 at 16:30

Correspondence will only be entered into with short-listed candidates. If you do not receive notification regarding your application within one month of the closing date, please accept that your application was unsuccessful. The Municipality reserves the right not to make any appointment.

Mr ME Moropa - Municipal Manager