



MAKHUDUTHAMAGA

LOCAL MUNICIPALITY

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

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

1. Accountant: MFMA and GRAP Compliance (X1)

Basic Salary: R359 831, 16 per annum (excluding benefits)

Requirements: Grade 12 plus National Diploma/Degree in Accounting or equivalent relevant qualification. Certificate in Municipal Finance Management is also a requirement. Two (02) years' experience in financial management.

KPA's: Provide quality assurance and reports on compliance with all municipal approved policies, MFMA, MFMA Regulations, MFMA Circulars and guidelines. Provide quality assurance and reports on compliance with GRAP Standards on all accounting transactions. Monitor and provide monthly reports on compliance with section 74 of the MFMA on publication of reports on the municipal website. Provide quality assurance on SCM processes to prevent and detect any incidence of unauthorized, irregular, fruitless and wasteful expenditure and ensure timeous reporting. Monitor and ensure proper document management and adequate records management of supporting documents. Assist in coordination of internal and external audits of Budget and Treasury divisions. Assist in development and monitoring of the implementation of the Audit Findings Remedial Action Plan and provide monthly reports. Assist in mSCOA implementation and reconciliation of data strings and section 71 reports submitted on a monthly basis. Assist in preparation of Annual Financial Statements and audit files. Assist in reviewing the current business processes, budget related policies and recommend best practices to ensure the municipality's business process and policies are in compliance with the current legislations and accounting standards. Provide general accounting support to all BTO divisions.

2. Supervisor Cashier

Basic Salary: R189 497, 76 per annum (excluding benefits)

Requirements: Grade 12 plus National Certificate in Accounting. 18 months' relevant working experience.

KPA's: Ensuring that monies received are correctly receipted and allocated and handled safely and efficiently. Ensure accurate adjustments and as well as tracing of wrong accounts immediately. Ensure correctness of municipal accounts. Attending to any queries/enquiries in terms specified duties and disposing of routine matters.

To apply for the above post use:

The application form must be accompanied by a detailed CV, originally certified copies (not older than 3 months) of academic qualifications, and Identity Document. Copy of the drivers licence must also be attached if it is a requirement of the post.



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Failure to comply with the above request will disqualify your application. Emailed and faxed applications will not be considered.

ENQUIRIES: Letshedi G
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: 20 August 2021

Applications received after the closing date will not be considered, and if you don't hear from the municipality within 30 days then regard your application as being unsuccessful.

Makhuduthamaga Local Municipality is an equal opportunity, Affirmative Action employer and subscribe to principles of Employment Equity.

Approved ✓	Not Approved	Approved as amended
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29/7/2021

Date

Rampedi NM

Municipal Manager

MAKHUDUTHAMAGA LOCAL MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER

DATE: 29/7/2021

Office of the Municipal Manager

1085

