



MAKHUDUTHAMAGA

LOCAL MUNICIPALITY

Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

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

1. DEPUTY CHIEF FINANCIAL OFFICER(Re-Advert)

BASIC SALARY: R 398 090, 12 (Excluding benefits)

MINIMUM REQUIREMENTS: • B.Com Degree in Accounting or Equivalent • 5 years relevant experience of which 2-3 years are at middle management

KEY PERFORMANCE AREAS:

- Day to day operation of finance department- to enable the compilation of Annual and monthly financial statements and compliance to MFMA
- Preparation of financial statements- as required in terms of the MFMA in accordance to accepted accounting practices
- Compliance to MFMA – ensure compliance to the MFMA management calendar
- Management of income section –that the billing system is kept up to date and that consumer accounts is formulate accurately and dispatched on the deadline approves by Council.
- Management of expenditure section – that all general ledger accounts are reconciled on time and that the cash book and bank statements are reconciled monthly.
- System maintenance – ensure that the integrity and safety of the financial operating system is maintained at all times.
- Reporting – that reports are submitted pertaining to monthly expenditure, monthly creditors reports, debt collection, indigent, cash flow, funds, reserves and investments, insurance claims and losses.
- Audit preparation – to facilitate the Annual Audit by the Auditor General.
- Asset Management – ensure effective management and control of all municipal assets.
- Ensure the effective management of available investments.
- Ensure the effective management of all policies and by-laws.
- The effective human resource management of income and expenditure section by monitoring the implementation of the disciplinary and grievance code.
- Carry out any unspecified financial duties as designated by the CFO



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2. EXAMINERS DRIVERS LICENSE X3

BASIC SALARY: R 250 761.36 (Excluding benefits)

MINIMUM REQUIREMENTS: Grade 12, Diploma in Examiners of Driving Licence. Code EC drivers licence, No criminal record. 2 years relevant experience

KEY PERFORMANCE AREAS:

Responsible for the examination, testing and issuing of learner and driving licenses.
Assess or evaluate applications for drivers or learners license, checking details against identification and/or relevant supporting documents.
Conduct learners & driver's license test and issue certificate for the successful applicants.
Perform Eye testing
Perform Road test
Perform Yard test

3. PMU TECHNICIAN

BASIC SALARY: R 250 761.36 (Excluding benefits)

MINIMUM REQUIREMENTS: Grade 12, National Diploma in Civil Engineering or equivalent, 2 years relevant experience

KEY PERFORMANCE AREAS:

Primarily responsible to integrate, co-ordinate, project manage and financially administer the Municipal Infrastructure Grant (MIG) projects.
Make sure that projects comply with all applicable legislation, policies and conditions applicable to Municipal Infrastructure Grant (MIG).
Project manages the labour-intensive projects in line with the EPWP framework and the related reporting requirements.
Investigates alternative designs & layouts
Monitor implementation of contract
Inspects and supervises the contract.
Liaises with consultants and contractors during construction phase.
Conduct site visits / meetings to ensure compliance to business plan conditions.



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4. LIBRARY ASSISTANT

BASIC SALARY: R 134 569.68 (Excluding benefits)

MINIMUM REQUIREMENTS: Grade 12, Computer literacy, Certificate in Library and Information Science will be an added advantage.

KEY PERFORMANCE AREAS:

- Monitor the use of the library by the users
- Provide Library Users Support
- Prepares and maintains library material
- Provide administrative function to the library

To apply for the above post use:

The application form/Letter must be accompanied by a detailed CV, originally certified copies (not old than 3 months) of academic qualifications, copy of an identity document and driver's licence. Failure to comply with the above request will disqualify your application. Emailed and faxed applications will not be considered.


ENQUIRIES:

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 X434, Jane Furse, 1085 **OR** Hand- delivered to: Stand No 1, Groblersdal Road, Jane Furse, 1085 @Municipal Registry

Women and  (people with disability) are encouraged to apply.

Successful candidate will be stationed is Jane Furse Makhuduthamaga Municipality Main Office

Successful Candidate will be required to sign employment contract

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

Closing Date: 30th April 2019

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



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Approved	Not Approved	Approved as amended
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For Ms. Rampedi M.N 29/3/2019
Municipal Manager Date

Office of the Municipal Manager