

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following positions:

SOCIAL DEVELOPMENT DEPARTMENT

FIRE FIGHTER

SALARY SCALE: R149 017.83 – R193 428.72 Per Annum

Applicable benefits: Medical Aid, pension, 13th cheque, home owner's allowance

MINIMUM REQUIREMENTS

- National Senior Certificate.
- 1 year's experience.
- Certificate in Fire Fighter 1 and 2.
- Hazmat awareness and operations.
- First Aid Level 3/BAA.
- A valid EB or EC1 driver's license.
- Ability to communicate in both isiZulu and English.
- Be less than 35 years old.
- Be physically fit.
- No criminal record against your name or pending criminal charges.
- Will be expected to run 2.4 KMs

KEY PERFORMANCE AREAS

- React immediately to fire station bells.
- Respond to fire, emergencies medical and hazardous substances incidences.
- Ensure compliance with all relevant Legislation and Council Policies/procedures/standards to ensure optimum management of fire-fighting.
- Perform disaster management activities as and when required.
- Ensure state of preparedness for fire-fighting and other emergency situations by regularly cleaning and testing fire-fighting equipment.
- Perform administrative duties, including the completion of incident reports and reporting of faulty equipment and defects.
- Attend to the efficient care and maintenance of all assets of the Fire Fighting and Emergency Services Section.
- Perform fire safety inspections.
- Carry out fire-fighting and emergency activities at the scene of incidents to ensure the safety of fire-fighters and others, with the prime objective of saving lives and properties.

BUDGET AND TREASURY OFFICE

ASSETS MANAGEMENT CLERK SALARY SCALE: R97 238.34 – R126 230.16 Per Annum

Applicable benefits: Medical Aid, pension, 13th cheque, home owner's allowance

MINIMUM REQUIREMENTS

- Grade 12 Senior Certificate.
- B Degree in Accounting/National Diploma in Accounting.
- 1-2 years' experience as an Asset Clerk.
- Ability to communicate in both isiZulu and English.

KEY PERFORMANCE AREAS

- Monitor, register and track all municipal assets.
- Monitor all activity accounts for the municipality, making sure that the accounts are spent appropriately and are not exhausted before time.
- Process, type, and distribute reports for reimbursement of capital funds.
- Respond to other bookkeeping needs for activity and budget funds as may be required.
- Work cooperatively with colleagues, supervisors and administrators.
- Follow policies and administrative rules and regulations of the municipality.
- Maintain appropriate behaviour to performing and accomplishing assigned duties.
- Perform any other duties as may be assigned by the supervisor.

MUNICIPAL FINANCE MANAGEMENT INTERN (X2) (Two Year Contract) SALARY SCALE: R96 000.00 Per Annum (All Inclusive)

No Municipal benefits will apply (pension, medical aid etc) and applicants are required to make their own arrangements in respect thereof.

This post requires dedicated and highly motivated people who have obtained a 3 year tertiary qualification to participate in an Internship Programme that seeks to capacitate recent graduates for a career in Local Government finance. This internship is the initiative of the National Treasury; with the objective to help build sufficient strategic management capacity at Local Government level.

A training programme is currently being developed which will expose the successful applicants to all facets of Local Government related financial services. It must be noted

that at the conclusion of the Internship contract period, the Municipality is neither obliged to extend the contract period nor to offer permanent employment.

MINIMUM REQUIREMENTS

- A B. Com degree with majors in Accounting and or Auditing, or a relevant three year tertiary qualification with computer literacy.
- Good interpersonal written and verbal communication skills.
- Must reside within the Ubuhlebezwe Local Municipality (reference letter from your Ward Councillor).
- Willingness to learn more while working under pressure.

KEY PERFORMANCE AREA

- Perform basic accounting functions.
- Interpret finance legislation & policies.
- Process invoice payment from the capture and verification of the source documents.
- Manage the interface between the Department payroll and accounting system.
- Undertake budget controls on expenditure and revenue.
- Oversee expenditure management reconcile grants.
- Be trained in all sections of the Budget and Treasury Office.

Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.

A letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and ID document must be forwarded to: The Municipal Manager, P. O. Box 132, IXOPO 3276 by no later than 16h00 on Friday 08 July 2016. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful.

All enquiries should be directed to the HR Officer, Mrs LH Khumalo.

Council reserves the right not to make any appointment/appointments into the abovementioned positions.

**GM SINEKE
MUNICIPAL MANAGER**