

EXTERNAL ADVERTISEMENT

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

BUDGET AND TREASURY OFFICE

BUDGET AND REPORTING ACCOUNTANT

Salary scale: R241 184.52-R313 086.24 Per Annum

Applicable Benefits: Medical Aid, Pension, 13th Cheque and Homeowner's Allowance.

MINIMUM REQUIREMENTS

- Bachelor's Degree/ National Diploma in Accounting or equivalent qualification.
- A minimum of 2 years' working experience in a municipal finance environment
- Knowledge of SAMRAS will be an added advantage
- Well-developed verbal and written communication skills.
- A valid code B driver's licence.

ESSENTIAL KNOWLEDGE AREAS

- Municipal Finance Management Act and other local government legislation.
- Accounting and Finance Functions.
- General Recognised Accounting Practice (GRAP).
- Budget Compilation & Budget Process.
- Management Accounting Principles.

KEY PERFORMANCE AREAS:

- Collect budget information from departments.
- Report to the Government Department in terms of the Division of Revenue Act (DORA).
- Maintain the grants register of the municipality.
- Prepare and submit reports in accordance with the MFMA.
- Assist with planning and preparation of the annual budget.
- Assist with the mid-term budget review and prepare adjustments.
- Monitor budget and adjustment budget capturing to the finance system.
- Monitor, control and reconcile income statements against budget.
- Prepare investment registers and reconciliations.
- Prepare ledger reconciliations and related journals.
- Assist with monthly, quarterly and annual financial statements.
- Prepare Municipal Annual Budget (schedule A) and Adjustment Budget (schedule B) as well as prepare monthly bank reconciliations.
- Prepare ledger reconciliation and related journals.
- Assist with monthly, quarterly, and annual financial statements.
- Prepare municipal annual budget (schedule A) and adjustment budget (schedule B) as well as prepare monthly bank conciliations.
- Verify entries, review reconciliation and consolidate transition information.

- Scrutinize information received from internal departments and interact and finalize details with the respective Departments heads in respect of estimated spend and or forecast related to revenue collections.
- Consolidate information set out anticipated revenue and expenditure under different votes.
- Provide explanation to material variances from actual to projections and include possible measure to contain financial projections within the approved budget.
- Submit completed financial statements, cash flow and related financial performance reports to the manager and effect adjustments and amendments in accordance with comments prior to forwarding to the finance portfolio committee.
- Submit statistical and analytical reports on the municipality's financial activities to National Treasury adhering to prescribed guidelines and timeframes.
- Assist with the compilation of Annual Financial Statement.

DEPARTMENT OF CORPORATE SERVICES

ICT CLERK (RE-ADVERTISEMENT)

Salary: R118 404. 84 - R155 707.64 Per Annum

Applicable Benefits: Medical Aid, Pension, 13th Cheque and Home Owner's Allowance.

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Appropriate B Degree/ Diploma in IT or Computer Engineering
- Qualification in A+ and N+ will be an added advantage
- At least 1 year ICT experience.

ESSENTIAL KNOWLEDGE AREAS

- Switching, Routing
- VPN
- Security/Firewall
- IP Sub-netting
- Bandwidth Management
- Quality of Service (QOS) & Wireless Network Management
- Microsoft Server 2008 R2 / 2012 R2 and 2016 will be an added advantage
- Desktop Virtualization

KEY PERFORMANCE AREAS

- Install and troubleshoot hardware/software, provide technical support to employees to assist with minor computer issues (Helpdesk Support).
- Provide technical and knowledge based input on more complex issues.
- Proactive approach in problem identification and resolution.
- Solve standard technical issues independently
- Participate in standard customer group discussions

- Enhance / modify documentation
- Maintain supply inventory and order supplies, as necessary.
- Perform clerical duties and provide ICT support which includes dispensing mail.
- Monitor e-mail accounts and respond to enquiries and requests.
- Comply with all municipal systems, rules and regulations in performing IT related duties.
- Perform any other ICT related duties that may be delegated to you by your supervisor.

Ubuhlebezwe Municipality is an equal opportunity and an affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive CV and certified copies of original certificates and ID must be forwarded to: The Municipal Manager, P.O. Box 132, Ixopo 3276 by not later 16h00 on 01 March 2019. Faxed applications will not be accepted. If you do not hear from Council within 30 days after the closing date, please consider your application as unsuccessful.

All enquiries should be directed to the HR Officer, Ms B Nondabula at (039) 834-7700

Council reserves the right not to make any appointment/ appointments into the above-mentioned positions.



**GM SINEKE
MUNICIPAL MANAGER**