

EXTERNAL ADVERTISEMENTS

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

OFFICE OF THE MUNICIPAL MANAGER

Internal Auditor (T11)

SALARY SCALE: R244 976.28 – R317 992.44 Per Annum

Applicable benefits: Medical Aid, Pension, 13th Cheque, Home Owner's Allowance

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Bachelor's Degree/National Diploma majoring in Financial Accounting/Auditing/Internal Auditing or equivalent qualification.
- Minimum of 2 years' experience in the auditing environment
- Computer literacy
- Interpersonal, communication, and financial management skills
- Report writing skills
- A valid driver's licence

KEY PERFORMANCE AREAS

- Document all relevant systems, procedures, operations, transactions, flows and activities identified by the audit plan.
- Plan own activities and assist with risk analysis.
- Identify and analyse inherent risks to systems and processes.
- Identify and analyse controls employed by management.
- Perform process analyses and detailed testing of transactions.
- Report weaknesses of the systems of internal control and make recommendations to management.

CORPORATE SERVICES DEPARTMENT

Labour Relations Officer

Salary Scale: R244 976.28 – R317 992.44 Per Annum (T11)

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

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- A Bachelor's Degree in Labour Law or National Diploma in Labour Law or Industrial Relations
- Minimum of 2 years' experience in labour relations environment.
- A valid driver's licence

KEY PERFORMANCE AREAS

- Interpret the nature of the complaint submitted to the Head of Department and determine how the issues raised in the complaint will be dealt with.
- Research relevant law and case law to be employed in dealing with the issues raised in the complaint.
- Schedule meetings with the Management representatives and provide guidance on the approach/strategy to be adopted during internal enquiries or investigative processes.
- Prepare and submit the necessary documentation/application forms on behalf of the Municipality in respect of disciplinary and grievance processes, including appeals against outcomes /awards.
- Motivate to management for the use of Legal Practitioners where necessary and outline procedural and substantive issues on labour matters.
- Represent the Municipality at Conciliation and Arbitration processes.
- Provide practical training and guidance to Management on procedures and applications associated with specific industrial relations process
- Communicate with the Organised Labour on specific issues or requests (reasons for specific actions/decision against member, shop stewards time-off, etc.) and scrutinize responses prior to circulation.
- Prepare reports on Disciplinary/Grievance cases referred and attended to, outlining outcomes/awards for submission to Manager Human Resources and specific committees for perusal and comment.
- Ensure the continued existence and functioning of the Employment Equity Committee.
- Submit Employment Equity Report to COGTA on a required template.
- Update management and staff on amendment on the Labour Law and Collective Agreements.
- Perform any other duty as may be delegated to you by your supervisor.

SOCIAL DEVELOPMENT DEPARTMENT

LED Agricultural Officer

Salary Scale: R244 976.28 – R317 992.44 Per Annum (T11)

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

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Bachelor of Science in Agriculture, or any other relevant qualification in Agriculture on NQF Level 07.
- 3 years' experience in the field of agriculture.
- Knowledge of local government and applicable legislation
- Computer Literacy
- Valid Code 08 drivers licence

KEY PERFORMANCE AREA

- Identify, assess and implement economically viable and sustainable agricultural projects.
- Assist in creating input supply and market linkages, access to infrastructure and mechanisation in order to help small-scale farmers to increase income and food production.
- Identify and recruit emerging commercial farmers within Ubuhlebezwe Municipality.
- Provide agricultural extension support to farmers that fall within Ubuhlebezwe Municipality.
- Conduct training on emerging commercial farmers to produce food for sale, consumption and proper utilization thereof.
- Identify, assess and make recommendations for farmers qualifying for internal grants.
- Attend and present progress reports to the local agricultural development structures or committees.
- Compile and submit monthly, quarterly and annual reports.
- Assist with implementation of other agricultural programmes in the area.
- Conduct research, identify opportunities, and formulate marketing plans and strategies for implementation.
- Assist previously disadvantaged groups to break into the main stream economy.
- Perform administrative and any other duties that will be communicated by the Supervisor.

BUDGET AND TREASURY OFFICE

MSCOA Administrator

Salary Scale: R289 195.80 – R375 391.56 (T12)

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

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Bachelor of Commerce/Accounting Science or National Diploma in Accounting/Finance with majors in Financial Accounting and Management Accounting.
- 2-3 years finance related experience in Local Government of which 2 years must be MSCOA related.
- Must have demonstrable experience in the successful implementation of the municipal Standard Chart of Accounts (mSCOA) in budgeting, transacting and reporting.
- Computer literacy (Ms Excel and Word – advanced).
- A valid Code EB driver's license.

KEY PERFORMANCE AREAS

- Execute the project which is aimed at the successful implementation, transacting and reporting of mSCOA and related key performance areas associated with ensuring compliance.

- Ensure systems are in place to support the implementation through consultation with the immediate superior on priorities and processes for execution, interpretation, evaluation, review and application of laid down procedures.
- Monitor and execute specific interventions to ensure compliance and provide advice and guidelines on the principles and approaches necessary to migrate the existing chart of accounts to the standardized MSCOA chart.
- Ensure that all mSCOA updates are effected on the financial system on a regular basis.
- Ensure that data strings are submitted on a monthly to Provincial and National Treasury and that all mSCOA financial and non-financial data are submitted to the Local Government Portal timeously.
- Ensure that the reporting of financial statements is in line with mSCOA requirements

Payroll Officer

Salary Scale: R244 976.28 – R317 992.44 Per Annum (T11)

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

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Bachelor's Degree in Accounting or National Diploma in Accounting
- 2-3 years' relevant payroll experience, preferable in public sector environment.
- A valid Code B driver's licence.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED

- Knowledge of the MFMA
- Knowledge of the interpretation and compilation of the management reports.
- Knowledge of computer based information systems e.g. Ms Excel, Ms Excel, Ms Word, Ms Power Point (Knowledge of Sage and VIP 300 Payroll system will be an added an advantage)
- Problem solving, analytical, verbal and written communication skills.

KEY PERFORMANCE AREAS

- Payroll administration and attending to specific adjustments annually.
- Updating and maintaining the payroll information system and processing salaries payable to employees, allowances and deductions.
- Attending to the application of specific processes associated with updating the Payroll System parameters.
- Referring to appointment and termination correspondence and adding or removing members from the system.
- Inserting changes to the remuneration structures and related parameters based on published adjustments and/ or internal policies.
- Capturing approved budgetary provisions in respect of payroll expenses.
- Executing specific procedures and applications with the verification and processing of payroll information.

- Reconciliation of monthly returns.
- Inputting relevant data against individual's fields referring to source documentation in respect of salaries and allowances due and income tax annually.
- Checking information, adjustments and calculations prior to extracting and forwarding the salary report and schedules for approval.
- Printing, checking and distributing the salary advice notification to individual members
- Compiling weekly reports and schedules.
- Integrating pay system records to the general ledger, reconciling and correcting salary misallocations through processing of relevant journals.
- Preparing schedules to reflect statutory and other relevant returns, forwarding to the immediate superior for approval and submitting approved reconciled schedules to the respective institutions.
- Printing and distributing members' income tax certificates, reconciling and seeking approval from the immediate superior to creating and forwarding electronic income tax data file to the receiver of revenue
- Ensure the payroll system is efficiently administered in accordance with laid down procedure and guidelines.

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 16h30 on 19 September 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