

EXTERNAL ADVERTISEMENT

Ubuhlebezwe Local Municipality invites applications for suitably qualified candidates for appointment to the following positions:

BUDGET AND TREASURY OFFICE

BUDGET AND REPORTING CLERK

Salary Scale: R118 404.84 – R153 707.64 Per Annum (T6)

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

Minimum requirements:

- Grade 12 Certificate.
- B Com Degree or National Diploma in Accounting or equivalent qualification.
- 1 year's experience in budget and reporting environment
- Knowledge of registered financial system of which SAMRAS will be an added advantage.
- Computer literacy in MS Office.
- Knowledge of GRAP standards
- Understanding of budgetary process
- Knowledge of MFMA and Treasury regulations

Key performance areas:

- Prepare monthly bank reconciliations.
- Compile financial reports for submission to Budget Accountant.
- Assist in preparation of quarterly returns.
- Assist in preparation and submission of monthly budget reports.
- Undertake duties under the supervision and guidance of the Budget Accountant.
- Assist on MSCOA implementation.
- Prepare grants reconciliation.
- Assist in compilation of Annual Financial Statements

MUNICIPAL FINANCE MANAGEMENT INTERN

Salary Scale: R96 000.00 Per Annum

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 years 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 to offer permanent employment.

Minimum requirements:

- Bachelor of Commerce Degree with Majors in Accounting, Economics and/or Auditing, or a relevant three year tertiary qualification in Accounting
- Computer literacy.
- Excellent interpersonal and communication skills.
- Willingness to learn more while working under pressure.

Key performance areas:

- Perform basic accounting functions.
- Assist in interpreting finance legislation and policies.
- Process invoice payment.
- Verify the source of information and capture it into the computer system.
- Assist in managing the interface between the departmental payroll and accounting system.
- Assist in controlling expenditure and revenue.
- Assist in expenditure management and reconciliation of grants.
- Train in all sections of the Budget and Treasury Office.

CORPORATE SERVICES DEPARTMENT

ICT CLERK

Salary Scale: R118 404.84 – R153 707.64 Per Annum (T6)

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's ICT experience.

ESSENTIAL KNOWLEDGE AREAS

- Switching, Routing,
- VPN,
- Security/Firewall,
- IP Sub-netting,
- Bandwidth Management,
- Quality of Service (QOS) Wireless,
- ADSL,
- 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.

INFRASTRUCTURE PLANNING AND DEVELOPMENT

PMU TECHNICIAN (RE-ADVERTISEMENT) (T12)

Salary Scale: R284 751.00 – R369 615.24 Per Annum

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

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Bachelor's Degree in Civil Engineering or National Diploma in Civil Engineering, Construction Management or Project Management
- 2 year's experience in a project management environment preferably in local government
- Fluency in both English and isiZulu
- Previous experience in managing the Municipal Infrastructure Grant (MIG) will be an added advantage
- Registration with ECSA as a Professional Technician or Candidate Technician will be an added advantage
- Computer literacy
- A valid driver's license

PERFORMANCE AREAS

- Deliver technical support and evaluate proposed projects in alignment with the respective Municipal projects in the IDPs and regional and provincial growth and development plans

- Manage labour intensive programmes in line with EPWP framework and related reporting requirements.
- Arrange regular project progress meetings
- Ensure compliance with all legal aspects and conditions, as required by the various spheres of government
- Conduct site visits/ meetings to ensure compliance with business plan conditions
- Manage cashflow and committed project expenditure
- Verify payment certificates and prepare monthly payment schedule documentation
- Compile all financial reports required by DORA and submit it monthly to the Project Manager and Provincial MIG unit.
- Ensure project compliance with all applicable legislation, policies and conditions applicable
- Assist with other related municipal infrastructure programmes
- Perform any duties assigned by the Manager: PMU.

SOCIAL DEVELOPMENT DEPARTMENT

CASHIER (TRAFFIC)

Salary Scale: R101 145.24 –R130 192.68 Per Annum

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

Minimum requirements:

- Grade 12 Certificate.
- National Diploma in Accounting.
- 1 year's relevant experience.
- Extensive experience in management of cash and cheque transactions
- Ability to recognise a counterfeit and fraudulent transactions
- Computer skills.
- Interpersonal and communication skills.
- Excellent telephone etiquette.
- Ability to communicate in both IsiZulu and English.
- Knowledge of E-Natis will be an added as advantage.

Key performance areas:

- Reconcile cash received against receipts issued.
- Maintain documents and records of transaction procedures.
- Post transactions on cash register or other approved means.
- Balance cash drawer against system reports and resolve any discrepancies.

- Deposit funds into proper accounts.
- Prepare summary reports to reflect cash flow.
- Prepare and maintain various records, reports and file as required.
- Enable the smooth operation of the functioning of the Drivers' Licensing Section.
- Order internal stock
- Log calls for the office and the following up thereof.
- Perform all licensing functions as per E-Natis.
- Deal with all telephonic and personal queries related to licensing.
- Update applicants on Licence Pro.
- Prepare application forms for learners licence class as per register.
- Process applications for traffic register numbers and follow up approval.
- Process drivers' licence applications.
- Process PDP applications.
- Issue licenses as applied for.
- Assist Examiners with eye-testing and fingerprinting.
- Maintain sequential filing system of all related documentation.

SUPERINTENDENT

Salary Scale: R246 977.26 – R265 185.67 Per Annum (T10)

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

Minimum requirements

- Grade 12 Certificate
- Traffic Officer's Diploma
- Registered as a Traffic Officer with the Department of Transport.
- Qualified Examiner for Driving Licences Grade A and registered with the Department of Transport.
- 6 years' relevant working experience in Traffic Law Enforcement field.
- Knowledge of National Road Traffic Act 93/96 (NRTA 93/96).
- Problem solving skills and writing skills and
- Computer literacy
- Ability to communicate in both isiZulu and English.
- No criminal record and pending cases.
- Be physically fit and able bodied.
- A valid and unendorsed Code EB or EC driver's licence.

Key Performance Areas:

- Supervising and accessing the operations of the DLTC and daily Traffic Law Enforcement activities.
- Managing and enforcing Road Traffic, Public Passenger, Transport legislation and other relevant legislation.
- Supervising the joint law enforcement activities and projects (Co-operative governance).

- Co-ordinating specific activities associated with controlling traffic flow and public safety.
- Managing resources
- Providing leadership and direction to all subordinates.
- Supervising the performance of all administrative activities and related duties.
- Identifying and managing risks.

Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, Ixopo 3276 by not later than 16h00 on 26 October 2018. 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, Ms B Nondabula at (039) 834-7700.

Council reserves the right not to make any appointment into the above mentioned position.



GM SINEKE
MUNICIPAL MANAGER