



VACANCIES

ADVERT: EXTERNAL

CLOSING DATE: 24 DECEMBER 2021 (12H00)

Invitations are invited from applicants who meet the requirements of the following vacancies:

VACANCY	REMUNERATION LEVEL	REQUIREMENTS	DUTIES
Divisional Head: Supply Chain, Asset and Expenditure	R428 286 per annum (post level 1)	<ul style="list-style-type: none"> ➤ Grade 12 with Accounting and/or Mathematics. ➤ National Diploma, B Comm/B – Tech with Accounting as major subjects or equivalent qualifications ➤ MFMA minimum competency level will be an added advantage ➤ Minimum of 5 years relevant finance experience of which 3 years must be at Municipal managerial level ➤ Computer Literacy ➤ Valid driver's License 	<ul style="list-style-type: none"> ➤ Fully responsible for ensuring that the MFMA, Supply Chain Management Policy, Treasury Regulations and Notes are adhered to by the Municipality. ➤ Assisting the CFO with the compilation of the Audit Action Plan (both internal and external Audits) and oversight role to ensure all interns included in the Audit Action Plan are attended to during the year. ➤ Assisting the CFO with the compilation of the Annual Financial Statement in line with GRAP and other legislative requirements. ➤ Providing supervision to Sectional Managers in ensuring that the Supply Chain, Asset and Expenditure Management functions are effectively and efficiently implemented. ➤ Assisting the CFO in the prevention and reduction of Unauthorised, Irregular, Fruitless and Wasteful Expenditure. ➤ Responsible for Contract Management.

			<ul style="list-style-type: none"> ➤ Maintaining and updating records regarding salaries and creditors. ➤ Providing support with regards to the consolidation of supply chain, expenditure, and asset and fleet management. ➤ Responsible for asset and fleet management ➤ Performing relevant reconciliation and registers ➤ Assist with the training of Municipal Finance Management Interns ➤ Any reasonable task that may be assign by the CFO
<p>Divisional Head: Revenue, Budget and Reporting</p>	<p>R428 286 per annum (post level 1)</p>	<ul style="list-style-type: none"> ➤ Grade 12 with Accounting and/or Mathematics. ➤ National Diploma, B Comm/B –Tech with Accounting as major subjects or equivalent qualifications ➤ MFMA minimum competency level will be an added advantage ➤ Minimum of 5 years relevant finance experience of which 3 years must be at Municipal managerial level ➤ Computer Literacy ➤ Valid driver’s License 	<ul style="list-style-type: none"> ➤ Assisting C.F.O with the compilation of the municipality’s budget/ adjustment budget and SDBIO. ➤ Fully responsible for the compilation and submission of all MFMA monthly, quarterly, half – yearly, annual reporting. ➤ Fully responsible for ensuring that the MFMA and Financial Regulations are adhered to by the municipality. ➤ Assisting the C.F.O with the compilation of the Audit Action Plan (both Internal and External Audits) and oversight role to ensure all items included in the Audit Action Plan are attended to during the year. ➤ Assisting the C.F.O with the compilation of the Annual Financial Statement in line with GRAP and other legislative requirements. ➤ Assisting with the compilation of Annual Report information. ➤ Perform revenue-related activities to ensure the accurate recording of information regarding revenue management.

			<ul style="list-style-type: none"> ➤ Coordinate and control the various internal functions and activities to ensure timely and proper collection of all income due to Council. ➤ Providing supervision to Sectional Managers in ensuring that the Revenue and Budget Management and Reporting functions are effectively and efficiently implemented. ➤ Performing relevant reconciliations and registers (investments and loans) ➤ Assisting with the training of Municipal Finance Management Interns. ➤ Any reasonable task that may be assigned by the C.F.O.
Public Relations Officer	R238 146, 00 (post Level 6)	<ul style="list-style-type: none"> ➤ Grade 12 ➤ Media/ ➤ Computer/ journalism qualification literate ➤ Computer literate (MS Office Applications) 	<ul style="list-style-type: none"> ➤ Link the Council with the community to ensure continuous interaction between the Council and the community is ensured ➤ Ensure implementation of the approved communication strategy for the municipality ➤ Maintain, coordinate and upload website content, social and print media publications ➤ Assist with drafting of media releases and organise media conferences ➤ Organise and manage all communication events ➤ Responsible for the coordination of all activities associated with communication as the central point ➤ Render assistance to other stakeholders as and when required on other requests Administer and responsible for uploading publications on municipal website and social media

General Workers X15	R116 916, 00 (post Level 16)	<ul style="list-style-type: none">➤ Grade 10➤ experience in general maintenance on areas of sanitation, refuse, water, building and cleaning	<ul style="list-style-type: none">➤ General repair and maintenance on areas of sanitation, refuse, water, building and cleaning.
------------------------	---------------------------------	---	--

Applications accompanied by Municipal APPLICATION FOR EMPLOYMENT FORM will be accepted (Obtainable at the Human Resources Office) and must be clearly marked with the Post Title e.g. *COMPUTER OPERATOR* together with certified copies of qualifications. All duly completed applications for employment can be hand delivered to Directorate Corporate Services (Human Resource Management, Corporate Wing or posted, on time, The Divisional Head Human Resource, Private Bag X3, Wolmaransstad 2630.

All enquiries must be directed to Human Resource Section at (018) 596 3025 during office hours (07:30 - 16:30)

The Municipality reserves the right not to make any appointment in any of the above posts

NB: Maquassi Hills Local Municipality is an Equal opportunity employer, therefore welcomes applications from people with disabilities and these positions will be filled in line with our EE targets. Canvassing of councilors or employees, in respect of the position will lead to immediate disqualification of the application. Only candidates shortlisted for interviews will be corresponded with. Faxed or e-mailed applications will NOT be accepted. Please note that if candidates are not contacted within 1 month (30 days) after the closing date, please accept that your application was unsuccessful and communication will be limited to successful candidates.

K.J LESEISANE
MUNICIPAL MANAGER
Private Bag X3
Wolmaransstad
2630

NOTICE NO. 32/ 2021

REF: 4/3/5/R