



The municipality (NW 404) is situated in the North West Province, with its headquarters in Wolmaransstad.

VACANCIES	EXTERNAL
CLOSING DATE: 8 NOVEMBER 2019	

Invitations are invited from internal applicants who meet the requirements of the following 3 vacancies:

VACANCY	REMUNERATION LEVEL	REQUIREMENTS	DUTIES
Project Management Unit Manager (PMU) 5 Years fixed contract	Negotiable	<ul style="list-style-type: none"> ➤ Matric ➤ National Diploma in Civil Engineering ➤ 3-5 years' experience at supervisory / managerial level in PMU areas within the Municipality ➤ Driver's license ➤ Computer literacy ➤ Registration with relevant body will be an advantage 	<ul style="list-style-type: none"> ➤ Manager MIG projects in alignment with all principles and objectives underpinning the design of the programme as contained in the MIG Policy Framework ➤ Ensure adherence to the labor-intensive objectives as detailed in the Expanded Public Works Framework document and the code of good practice for Special Public Works 25/01/2002. Ensure the integration of the MIG Programme and the other non-MIG funded programmes within the framework of the Municipality's pre-existing Integrated Development Plan. ➤ Financial administration of MIG funds, and financial reports within the Municipal and National accounting systems for infrastructure projects of the municipality Project Management including tendering, risk analysis, planning, cost control, conducting regular project meetings, contracting and quality control ➤ Conducting site visits/meetings to ensure compliance. Maintain performance data on national database. Prepare tenders. Verify payment certificate and prepare monthly payments ➤ Ensure all projects meet overall planning objectives and specific key performance indicators as per approved business plan to the MIG unit and prepare presentations at the Provincial and National Progress meetings ➤ Submit reports to relevant stakeholders ➤ Manage PMU personnel
VACANCY	REMUNERATION LEVEL	REQUIREMENTS	DUTIES
Manager: Revenue, Credit Control and Debt	R311 838 pa (Post level 3)	<ul style="list-style-type: none"> ➤ National Diploma in financial management with Accounting as a subject or equivalent ➤ A minimum Competency Certificate will serve as a strong recommendation ➤ 5 years in finance with 2-3 years at a supervisory level (accountant) in municipal revenue. ➤ Advanced computer skills and knowledgeable in Solar System ➤ Valid driver's license 	<ul style="list-style-type: none"> ➤ Plan, coordinate and manage the activities of the section with the delivery or revenue services to the Municipality ➤ Analyse activities, information in terms of service delivery and needs of internal customers and other statistics and perform physical observation and inspections to identify trends and needs for new or revised services ➤ Perform revenue-related activities to ensure the accurate recording of information regarding revenue management ➤ Develop and ensure the implementation of the Credit Control Policy and that all debtor accounts are promptly rendered, and outstanding monies collected in good time ➤ Coordinate and control the various internal functions and activities to ensure timely and proper collection processes in accordance with laid down procedures and policy ➤ Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly ➤ Compile financial statistical information / reports relating to income collection for municipal services to Management, Council and all relevant authorities ➤ Develop and monitor systems, policies, procedures and processes relating to revenue, credit control and debt collection to ensure correct working operations and practices and ➤ Perform human resources and administrative activities relating to the Revenue Division ➤ Responsible for Indigent Management

VACANCY	REMUNERATION LEVEL	REQUIREMENTS	DUTIES
Accountant: Budget and Reporting	R255 720 pa (Post level 5)	<ul style="list-style-type: none"> ➤ Matric with Accounting, Finance and/ or Auditing ➤ Computer literate with in-depth knowledge of Excel and Solar System ➤ Knowledge of Municipal Finance and Reporting in terms of the MFMA ➤ Valid driver's license ➤ Completed Minimum Competency Level Training or willingness to register for Minimum Competency Level Training ➤ Minimum 2 years in municipal budget and reporting. 	<ul style="list-style-type: none"> ➤ Assist in obtaining and compiling information into mandatory budget reporting schedules (MFMA Section 71 and 52 Reporting) ➤ Assist with compilation of budgets ➤ Financial Grant Reporting ➤ Assist with compilation of budget returns ➤ Obtain, evaluate and capture budget submissions for municipal annual budget and SDBIP according to applicable framework and legislation ➤ Responsible to monthly submit and monitor the annual budget ➤ Assist with provision of budgetary transactions to relevant departments ➤ Responsible to keep record / register of all compliance incoming and outgoing correspondence and templates to ensure full compliance with legislative prescriptions and audit purposes ➤ Compliance with mSCOA ➤ Assist with implementation of virement policy

NB: Municipal APPLICATION FOR EMPLOYMENT FORM will be accepted (Obtainable at the Human Resources Office) and must be clearly marked with the Post Title and accompanied by certified copies of certificates and qualifications. All duly completed applications for employment must be directed for the attention of Acting Divisional Head Human Resources (P. Mogale), Corporate Wing

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 Councillors or employees, in respect of the positions, 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 three months (90 days) after the closing date, please accept that your application was unsuccessful, and communication will be limited to successful candidates. Please note that recommended will undergo risk assessments, including inter alia the verification of curricula vitae, all qualifications and criminal records. The appointments will only be made upon successful verification thereof.

**V.E ZIKALALA
MUNICIPAL MANAGER
Private Bag X3
Wolmaransstad
2630**

NOTICE NO. 68/ 2019

REF: 4/3/5/R