



Tsantsabane Local Municipality

Based in the Northern Cape with its seat in Postmasburg, awaits applications for the following positions:

TM013/2017/18
DIRECTORATE: FINANCIAL SERVICES

CHIEF CLERK: BILLING

(R231 768 – R255 883)

REQUIREMENTS

- Grade 12
- NQF level 4/5
- Computer literacy – MS Office Applications
- Good written and verbal communication skills
- Must have relevant general accounting experience (2 years).

JOB PURPOSE

Performs specific administrative and accounting procedures by attending to customer enquiries and attending to the verification, reporting and billing procedures of transactions to support analysis, identification and protection of revenue, assisting personnel on the billing and receipting/cash administrative processing sequences and attending to specific administrative processes associated with the functionality.

DUTIES OF THE POST

- Billing and cash management functions
 - Verification and reporting
- Transactional procedures and applications
- Communication
- Customer relations
- Cashier summaries reconciliation
- Monitoring of water readings
- Productivity/Performance and Personnel management

TM015/2017/18

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME, MFMIP (X2)

Two (2) year fixed-term contract

Remuneration: R100 000 p.a. (all inclusive and dependent on year of internship)

REQUIREMENTS

- The candidate should hold as a minimum, a three-year Bachelor's Degree or National Diploma with majors in Accounting, Economics, or Finance including either Risk Management and/or Auditing, among others.
- The intern will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which require, among others, full participation in the educational and workplace assignments and observance of policies and procedures. The candidate must have excellent prioritizing and ability to manage a variety of tasks simultaneously. The candidate must have the ability to work in a pressurized environment. The programme is aimed at unemployed graduates.

INTERNSHIP OVERVIEW

The internship programme is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Minimum Competency Regulations, Gazette 29967 of June 2007.

TM014/2017/18
DIRECTORATE: FINANCIAL SERVICES

CLERK: SALARY

(R136 584 – R153 353)

REQUIREMENTS

- Grade 12
- NQF level 4/5
- Computer literacy – MS Office Applications
- Must have relevant general accounting experience (12 – 18 months).

JOB PURPOSE

Coordinates the application of procedures and sequences associated with administration and processing of payroll and salary information, inclusive of allowances, benefits and deductions, performing specific clerical and accounts updating/reconciliation activities and maintaining the registers and information related to the payroll.

DUTIES OF THE POST

- Maintaining and/or adjusting payroll parameters/fields on the system with regard to statutory deductions, rates of pay, transfers, etc.
- Capturing salary and wage information for employees/councillor against specific control votes and inserting required information with respect to benefits
- Activating and processing journal entries to reflect specific adjustments to salary and benefit accounts upon approval

Closing date : 23 March 2018
 Enquiries : Ms. A Kooverjee (CFO)
 Tel : 053 313 7300

Written applications accompanied by a covering letter, Curriculum Vitae and certified copies of qualifications and Identity Document should be forwarded to the following address:

The Municipal Manager
Tsantsabane Municipality, Private Bag X3005, POSTMASBURG 8420

TM012/2017/18
DIRECTORATE: FINANCIAL SERVICES

MANAGER: BUDGET, REPORTING AND REVENUE MANAGEMENT

(R371 238 – R381 105) POST LEVEL 1

REQUIREMENTS

- Degree in Financial Accounting or equivalent (NQF 6)
- Compliance with the relevant Minimum Competency Levels as prescribed in Government Gazette 29967
- Computer literacy – MS Office Applications
- Good written and verbal communication skills
- Ability to work independently and good conflict resolution skills
- Willingness to work overtime from time to time
- Five (5) years relevant experience of the key performance areas
- Valid Code EB driver's licence

KNOWLEDGE, SKILL & COMPETENCY

- Sound planning and organizational skills • Knowledge of GRAP, MFMA, and Treasury Regulations
- Knowledge of Case ware working Papers • Excellent communication, research, presentation and writing skills
- Advanced Excel skills • Financial Management • Analytical and Strategic thinker • Accounting Skills
- Good human relations to interact with personnel and public • Ability to act independently • Financial Orientation

KEY RESPONSIBILITIES

- Manage the Budget Office and Revenue section • Compile MFMA monthly, quarterly and mid-term reports • Compile Annual Financial Statements, and in-year Financial Statements • Oversee preparation of supporting working paper files • Respond to internal and external audit queries • Compile action plans on internal and external audit queries • Provide information to all stakeholders. • Provide internal and external financial management support. • Co-ordinate budget steering committee meetings with all respective stakeholders. • Ensure on time compilation of MTREF budget. • Attend public meetings, and address all budget related queries when necessary. • Ensure on time mid-year budget and performance assessment. • Manage and control revenue and expenditure within the limits of an approved budget. • Compile monthly item for finance portfolio committee. • Manage and direct procedures and processes associated with the preparation, consolidation, presentation, approval and performance evaluation of the Revenue and Credit Control • Contribute to development and implementation of relevant policies, procedures and by-laws and ensure its publication in the government gazette • Perform other duties as may be delegated by the CFO.

TM011/2017/18
DIRECTORATE: FINANCIAL SERVICES

MANAGER: SUPPLY CHAIN MANAGEMENT AND EXPENDITURE

(R371 238 – R381 105) POST LEVEL 1

REQUIREMENTS

- Degree in Financial Accounting or equivalent (NQF 6)
- Compliance with the relevant Minimum Competency Levels as prescribed in Government Gazette 29967 (as amended for Head of SCM Unit)
- Computer literacy – MS Office Applications
- Good written and verbal communication skills
- Ability to work independently and good conflict resolution skills
- Willingness to work overtime from time to time
- Five (5) years relevant experience of the key performance areas
- Valid Code EB driver's licence

KNOWLEDGE, SKILL & COMPETENCY

- Sound planning and organizational skills • Knowledge of GRAP, MFMA, and Treasury Regulations
- Knowledge of SCM Policy and regulations. • Excellent communication, research, presentation and writing skills
- Advanced Excel skills. • Financial and Asset Management
- Analytical and Strategic thinker • Good human relations to interact with personnel and public
- Ability to act independently • Financial Orientation • Accounting skills

KEY RESPONSIBILITIES

- Manage the SCM, Expenditure and Asset Management Section • Regulating financial reporting and recording requirements for the management of the Expenditure, Asset Management and Supply Chain Management Section • Respond to internal and external audit queries • Compile monthly item for finance portfolio committee. • Contribute to development and implementation of relevant policies, procedures and by-laws and ensure its publication in the government gazette. • Co-ordinate and control the Supply Chain Management processes, aligning procedures, systems and controls, executing applications to address the identification, acquisition or disposal of items, monitoring of stock control applications and maintaining records of outcomes, supporting and contributing to fair, equitable, transparent and cost-effective procurement practices that are consistent with policies and laid down requirements encapsulated in legislative frameworks • Provide information to all stakeholders. • Liaise with external stakeholders (creditors) • Maintaining the financial system relating to the Expenditure, Asset and Supply Chain Management Section by ensuring that the system is updated as required. • Perform other duties as may be delegated by the CFO



Tsantsabane Local Municipality

Based in the Northern Cape with its seat in Postmasburg, awaits applications for the following positions:

TM009/2017/18

OFFICE OF THE MUNICIPAL MANAGER

LED AND TOURISM MANAGER

(R371 238 – R381 105)

REQUIREMENTS

- Degree/Diploma in Economic and Management Sciences (NQF level 6)
- In-depth understanding of applications, procedures and policy directives
- Computer literacy – MS Office Applications
- Code EB Drivers' licence
- Good written and verbal communication skills
- Must have 2 years relevant experience.

JOB PURPOSE

Coordinates key applications and procedures associated with the identification, implementation, monitoring and reporting of the effectiveness of local economic development and tourism initiatives, programmes and projects in creating a conducive environment for entrepreneurs and committing and capacitating citizens, community based organisations, business and other interest groups towards achieving sustainable ways to meet social, economic and material needs and improve quality of life.

DUTIES OF THE POST

- Local Economic Development initiatives
 - Aligning outcomes to the broader local economic developmental and tourism objectives of the municipality
- Achieving sustainable Local Economic growth
 - Identifying key enablers and opportunities
 - Project coordination and implementation
- Functional planning and support
 - Coordination and control
- Administration & Human Resource Management
 - Information update, reports and correspondence
 - Financial Management

TM010/2017/18

OFFICE OF THE MUNICIPAL MANAGER

SENIOR CLERK: LED AND TOURISM

(R231 768 – R255 883)

REQUIREMENTS

- Grade 12
- NQF level 4
- Understanding of LED applications and procedures
- Computer literacy – MS Office Applications
- Code B Drivers' licence
- Good written and verbal communication skills
- Must have at least 1 year relevant experience.

JOB PURPOSE

Performs tasks/activities associated with coordinating the logistical requirements in respect of public participation with regard to Local Economic Development and Tourism processes through the application of laid down procedures, accessing and making available information and performing administrative sequences.

DUTIES OF THE POST

- Functional planning and support
 - Coordination and control
- General administrative functions
 - Minutes and recordkeeping

TM008/2017/18

OFFICE OF THE MUNICIPAL MANAGER

MANAGER: STRATEGIC SERVICES

(R371 238 – R381 105)

REQUIREMENTS

- NQF level 5/6
- Computer literacy – MS Office Applications
- Code EB Drivers' licence
- Good written and verbal communication skills
- Must have 5 years relevant experience and Managerial experience.

JOB PURPOSE

Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with programmes designed to accomplish key service delivery objectives with respect to IDP/PMS/SDBIP through the coordination of operations against departmental, statutory and audit guidelines in order to ensure that the strategic services are managed and maintained in accordance with laid down quality standards.

DUTIES OF THE POST

- Management functions
 - Operational forward planning and strategy alignment
 - Integrated development plan development
 - Institutional Performance Management
 - Annual report production
 - Enterprise risk management
 - Communication & Public information
 - Compliance management
- General Functions
 - Financial control and risk management
 - Implementation of procedures, monitoring and reporting
 - Human Resource Management

Closing date	:	23 March 2018
Enquiries	:	Mr. IC Nkadamang (Director: Corporate Services)
Tel	:	053 313 7300

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The Municipal Manager
Tsantsabane Municipality
Private Bag X3005
POSTMASBURG 8420

Tsantsabane Municipality
13 Springbok Street
POSTMASBURG 8420

Please note that only short-listed candidates will be contacted
NB: Faxed or e-mailed applications will not be accepted
If you have not heard from us within 3 weeks after the closing date,
please accept that your application was unsuccessful