



GAMAGARA LOCAL MUNICIPALITY

EXTERNAL RE-ADVERTISEMENT

Gamagara Local Municipality with its head office in Kathu and located in the John Taolo Gaetsewe Region, Northern Cape province, is an equal opportunity employer and invites applications from suitably qualified persons for the following positions:

DIRECTORATE : **FINANCIAL SERVICES**
POSITION : **SENIOR ACCOUNTANT: ASSET MANAGEMENT**
SECTION : **MANAGEMENT ACCOUNTING**
REMUNERATION : **TASK GRADE 13: R362 232 – R407 820**

Requirements:

Grade 12 plus three year Diploma or Degree in Financial Accounting or equivalent qualification with at least 3-4 years' experience in asset management and preparation of financial statements in a municipal or similar environment or completed articles with an auditing firm. Computer literacy, ability to work under pressure and meet deadline. Must be in possession of a valid driver's licence.

Key Performance Area:

Ensure that the asset register is updated with additions, disposal and any transfers each financial year. Coordinate the physical verification of assets on a regular basis in order to ensure that a credible assets register is maintained. Coordinate the disposal of redundant assets on an annual basis. Prepare reconciliation of the assets register and general ledger on a monthly basis by comparing the movement and balances on the assets register and General ledger. Ensure that all assets suspense account is cleared on a monthly basis. Preparation of in-year monitoring and reporting timeously on asset movements. Assists in the preparation of interim and annual financial statements by providing all notes and appendices pertaining to asset accounting. Ensure overall compliance with the General recognized accounting practice (GRAP) framework. Assist with preparation of audit files for assets.

Benefits:

- Participation in the municipal car allowance scheme
- Pension fund, Medical Aid fund, Leave and Sick Leave, 13th cheque bonus.

DIRECTORATE : **FINANCIAL SERVICES**
POSITION : **SENIOR ACCOUNTANT: INCOME AND REVENUE**
SECTION : **BUDGET AND TREASURY**
REMUNERATION : **TASK GRADE 13: R362 232 – R407 820**

Requirements:

Three year B. Degree or equivalent qualification in Financial Management B. Com degree or equivalent NQF Level 6, relevant experience 3-4 years.

Key Performance Area:

Co-ordinate and control the application of accounting procedures by attending to the verification, reporting, processing and reconciliation of account receivable transactions to support analysis, identification and recovery of overdue accounts, guiding and developing personnel on the processing sequences and attending to specific administrative processes associated with the rates payment, certification and correspondences.

Benefits:

- Participation in the municipal car allowance scheme
- Pension fund, Medical Aid fund, Leave and Sick Leave, 13th cheque bonus.

DIRECTORATE : **FINANCIAL SERVICES**
POSITION : **EXECUTIVE SECRETARY**
SECTION : **FINANCIAL SERVICES**
REMUNERATION : **TASK GRADE 09: R205 056 – R230 844. 00**

Requirements:

An appropriate level of secondary education Computer Literacy Office Applications; Several years' relevant Secretarial/ Administrative experience. (1 – 2 years).

Key Performance Areas:

Co-ordinate activities and requirements associated with Executive Office through the application of administrative and secretarial procedures and, execution of sequences associated with the communication, planning, prioritization and organization of critical, confidential and important appointments, events/ functions and meetings.

Benefits:

- Pension fund, Medical Aid fund, Leave and Sick Leave, 13th cheque bonus.

DIRECTORATE : **FINANCIAL SERVICES**
POSITION : **SENIOR CLERK PAYROLL**
SECTION : **BUDGET AND TREASURY**
REMUNERATION : **TASK GRADE 11: R279 084 – R311 640**

Requirements:

An appropriate level of secondary education. (NQF Level 4) Computer Literacy – Office Applications. With 1-2 years' experience.

Key Performance Areas:

Update and maintain the payroll information system and processes salary payable to members, allowances and deductions applying laid down procedures to insert, adjust, reconcile and integrate pay data into schedules, reports and accounting systems.

Benefits:

- Pension fund, Medical Aid fund, Leave and Sick Leave, 13th cheque bonus

Note to all Applicants

- Prescribed application forms (obtainable at all Gamagara Municipal Offices – help desks) together with CVs and certified copies of qualifications must be submitted to: The Municipal Manager, Mr KP Leserwane, Gamagara Local Municipality, P. O. 1001, KATHU, 8446.
- Physically hand delivery applications accepted ONLY at our Kathu Registry office to the following address: Civic Centre, cnr Hendrik van Eck & Frikkie Meyer Road
- All applications shall be subjected to a vetting or screening test/qualification verification process with the relevant qualification authority and undergo a medical Examination test.
- Applications which are received after the closing date and time will not be considered.
- The Municipality reserves the right not to fill these positions and re-advertise.
- The Municipality subscribes to and applies the principles prescribed by the Employment Equity Act.
- Preference will be given to candidates from designated groups, in accordance with the principles of the aforementioned Act
- More information relating to the advertised positions can be obtained at the Human Resources Office. Enquiries to be directed to Mr. Kabelo Appie or Ms. Precious Kaelo at 053 723 6000

Closing date: 23 March 2018 at 15:00.

Notice number: 2018/06