



**UMHLABUYALINGANA
MUNICIPALITY**

Postal: Private Bag X901, Kwa-Ngwanase, 3973
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Umhlalabyalingana Municipality, situated at Kwa-Ngwanase is an equal opportunity employer and invites suitably qualified candidates to apply for the following vacant positions.

Deputy Chief Financial Officer
Permanent Position
Task Grade 17 of Category 1 Municipality

Minimum Requirements:

Bachelor's degree in Financial Management Services 5 years' experience in Finance Department at Management level *5 years' experience working in local government *Extensive experience in working with Pastel, caseware and spreadsheets *Interpersonal Skills *Strong verbal and written Communication Skills *Management Skills *People Management Skills *Presentation Skills *Computer Skills *Monitoring, Evaluation and Leadership Skills *Conflict Management Skills *Valid driving license *Sound knowledge of Financial Management Policies* Knowledge of MSCOA* Minimum Competency (as per MFMA Regulations) is essential.

Competencies: Able to interpret and understand property valuation role and present and disclose financial statements *Able to amend and review financial policies in accordance with prevailing norms and standards *Able to handle internal/ External Audit *Provides guidance to and supervises subordinates *Calculate and interpret accounting ratios *Risk Management * Asset Management *Legislation, policy and performance reporting *Applies the principles of GRAP

Key Performance Areas:

*Oversee the entire accounting functions *Preparation of Annual Financial Statements in accordance with acceptable accounting practices, cash and investment management *Preparation of Monthly Plan *Preparation of Monthly, Quarterly and Annual Reports *Formulation of Financial Management Policies *Provide support and advice to the Chief Financial Officer in managing the Human Capital of the budget and Treasury Office *Report directly to the Chief Financial Officer on key departmental activities.

Examiner (Driving License)
Permanent Position
Task Grade 09 of Category 1 Municipality

Minimum Requirements:

Grade 12/ Matric *Diploma for Driving Licence *Registered as Examiner (At least Grade B) or Eligible for Registration in terms of Section 3 of NRTA 93/96 *Code EC (Manual) *No criminal records

Competencies:

Knowledge of traffic rules and regulations *Driving Skills *NRTA 93/96 *Batho Pele Principles, proficiency in vehicle handling and control *Capability to identify and respond to traffic signs and signals *Knowledge of road markings and their implications * Ability to demonstrate courteous and patient driving behaviour.

Key Performance Areas:

To ensure proper Examination of Driving Licences *Prepare reports and submit to Superintendent: Licensing, Ensure the sustainability of the K53 Testing Ground, monitoring, assessment of municipal government drivers * Eye-Test duties * Conduct a Learners Licensing Test

Office of the Municipal Manager

Executive Secretary

(5 years contract)

Task Grade 07 of Category 1 Municipality

Minimum Requirements:

*Minimum of 02 years' experience as Personnel Assistance in the executive/ Senior Manager's Office
* Grade 12 Certificate * Computer Literacy * Qualification in office Management/ Tertiary
Qualification will save as an added advantage.

Competencies:

Organizational Skills *Interpersonal Skills, Communication Skills *Time management skills and
Office Management Skills, Confidentiality: demonstrated ability to handle sensitive information with
utmost discretion and maintain strict confidentiality.

Key performance areas:

The incumbent shall perform the duties of a Personal Assistant to the Manager through amongst a
variety, Performing the following functions: * Office Management and Administration *Secretarial
Support * Executive Support.

Financial Management Intern X 3

2 Year Programme

R 100 000.00 PA

Applicants should be in possession of a recently obtained 3 year Financial Degree / Diploma and
Accounting as a major.

A training programme is currently being developed which will expose the successful applicant to all
facets of Financial Services, i.e. income and expenditure and Management of accounts and some
involvement with the financial responsibilities attached to these services.

In addition, the training programme will provide assistance in various functional areas within the
financial department of the Municipality. Workplace experience is not required as full training and
support will be provided. Applicants are required to submit their secondary and academic results.
Successful candidates will report directly to the Budget and Reporting Manager.

Application letter accompanied by a comprehensive CV and certified copies of all qualifications should
be addressed to the Municipal Manager, UMhlabuyalingana Local Municipality, Private Bag x 901,
Kwa-Ngwanase, 3973. (No faxes will be accepted). Applicants not contacted by the Municipality within
two weeks after the closing of the advertisement must consider their applications as unsuccessful. Late
applications will not be considered. Closing: **Date: 31 August 2023. Enquiries: Mr. C.R. Khumalo**
(Director Corporate Services) @ (035) 592 0680 during office hours between 08h00-16h00.

The UMhlabuyalingana Local Municipality's recruitment and selection process is in terms of the Municipality's Employment Equity Plan. Canvassing of any form for the position within the municipality will result immediate disqualification if validated.


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Mr. N.P.E Myeni
Municipal Manager

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- MISSION : "Creating an enabling environment and sustainable development which promotes quality of life."
 - VISION : To be a people centered premier socio-economic development and Environmentally Friendly Service Delivery Municipality