



UMHLALBUYALINGANA MUNICIPALITY

Postal: Private Bag X901, Kwa-Ngwanase, 3973
Tel: +27 35 592 0665 • +27 35 592 0680
Fax: + 27 35 592 0672

Deputy Chief Financial Officer

Permanent Position

(Task Grade is subject to the job evaluation results)

Minimum Requirements:

ND/Bachelor's degree in Financial Management Services *3-5 years' experience in Finance Department at Management level
*5 years' experience working in local government *Extensive experience in working with Pastel 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

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.

Information Technology Manager:

(Permanent Position)

(Task Grade is subject to the job evaluation results)

Minimum Requirements:

ND in Information Technology/ Bachelor's Degree in a computer field* Three or more years IT work experience at
Managerial Level *Optional product or system certification *Financial management skills *People management skills
*Communication Skills*Presentation Skills

Key Performance Areas:

*Manage networking infrastructure planning and implementation and implements network security oversees the
administration and maintenance of the municipality's ICT infrastructure,*Manages and develops upgrades to the
municipality's telephone system and advice on all telephone changes,*Conduct regular systems audit *Manage the
administration and maintenance of ICT equipment *Manage implementation of all ICT policies and ICT Governance
Framework, *Manage implementation of Disaster Recovery and Business Continuity contingency plans *Manage the
relationships between ICT service providers and the municipality through periodic engagements and meetings*Manage the
specifications with regards to procurement of hardware and software and ICT related assets* Advise Senior Management
on strategic ICT matters

Tourism/ LED Manager

Permanent Position

(Task Grade is subject to the job evaluation results)

Requirements:

ND/Degree in Tourism / ND/Degree in Business Management or equivalent *2-3 Years Management experience and must
be in the area of Tourism environment/ economic development *Computer Literacy *Driving License Code 8 or above.

Key performance areas:

Manage LED section including projects *Assist in the preparation of SDBIP *Assist in Planning, Controlling and organizing all
activities in LED section *Ensure that reports to Deputy Director are submitted on time.

Supply Chain Management Officer
Permanent Position
(Task Grade is subject to the job evaluation results)

Requirements:

ND/Degree in Financial Management or equivalent *Grade 12 Certificate *2 years' experience in Finance *2 years' experience working in local government*Strong verbal and written communication skills. * Computer Skills *Understanding of MFMA, SCM regulations, Presentation Skills, Conflict Management Skills *Valid EB Driving s License

Key Responsibilities:

Submit monthly SCM reports to SCM Manager *Ensure implementation and compliance with supply chain management regulations *Ensure implementation of Council SCM Policy Timeously outsourcing of goods and services *Suppliers database management *Ensure that risk associated to SCM are minimized *Ensure that SCM objectives are met *Ensure effective, efficient and economic use of resources *Assist the SCM Manager in development of internal controls in SCM *Controls in SCM

Technical Intern
2 Year Programme
R 11 061. 24 pm
Requirements:

Applicants should be in possession of a recently obtained 3 year Degree/Diploma in Civil Engineering/Building Environment *A training programme is currently being developed which will be expose the successful applicant to all facets of Technical Services *In addition the training programme will provide assistance in various functional areas within the Technical department of the Municipality *Workplace experience is not required as full training and support will be provided.

Financial Management Intern X 4
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 Chief Financial Officer.

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: 17 March 2020. Enquiries: Miss. L. Sithole or Miss. N.R. Mathe @ (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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Ms NVF Msane
Director Corporate Services

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Mrs. N.P. Gamede
Municipal Manager