



**UMHLALBUYALINGANA
MUNICIPALITY**

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

Manager: Budget and Reporting

Task Grade 15 of Category 1 Municipality

Requirements:

*Bachelor's Degree/ND in Financial Management or Equivalent qualification *3 Years management experience in budgeting *Computer Literacy (MS Office Software Application *Valid Code 08/B driving license. Understanding of budgetary process *Knowledge of the MFMA and Treasury regulation *Financial management skills *Ability to make independent decisions *Very high level of accuracy are required and analytical skills *Problem solving skills and planning skills *Report writing Skills *Presentation Skills.

Responsibilities.

*Preparation of budget, monitor & control the budget, committees, cash flows & expenditure *Prepare monthly, quarterly, mid-year and annual management reports in accordance with prescribed legislation *ensure that budget complies with treasury regulations *Supervise Budget Officer and Payroll Officer.

Manager: Finance

Task grade 15 of Category 1 Municipality

Requirements

*Bachelor's Degree /ND in Financial Management or equivalent qualification *3 years management experience and must be in the area of Municipal Finance or equivalent environment *Valid Code 08/B driving license.

Skills:

*Financial management and accounting skills *People management skills.

Key Performance Areas

Assist in planning, organizing and controlling all the activities in the Finance department *Ensure proper management of all income and expenditure *Ensure that reports to council & Government institutions are submitted on time *Assist in preparation of GRAP compliance Annual Financial Statements *Assist in compilation of all reports.

Manager: Social Services

Task Grade 14 of Category 1 Municipality

Key Requirements:

Bachelor Degree in Social Science or Equivalent/ ND in Public Administration *Minimum of 3 years' experience preferable within a Public sector *A valid driving license code 08/B *Computer literacy *Local Government certificate will serve as an added advantage. No criminal record. .

Competencies: Interpersonal skills *Communication skills *Management skills *Presentation skills *People Management skills *Financial Management skills *Conflict Management skills

Responsibilities/ Responsible for the following:

Updating Indigent register and review of Indigent Policy, *Assist in the preparation of SDBIP *Preparation of Monthly, Quarterly and Annual report *Oversee municipal facilities unit for service delivery *Work with members of community and other stakeholders to identify types of programme and services that are needed *Design and oversee programmes to meet the need of a target audience or community *Establish methods to gather information about the impact of their programmes *Supervise staff who provide services to clients *Analyse data to determine the effectiveness of programmes

*Suggest and implement improvements to programmes and organisation *Plan and manage community outrage efforts to advocate for increase the awareness of programmes *Report directly to Deputy Director Community Services

Senior Technician

Task Grade 12 of Category 1 Municipality

Requirements:

ND in Civil Engineering or Equivalent Qualification * 2 years' experience working in a senior capacity in the Technical Department of Local Authority * Experience on MIG Projects *Must be in a possession of valid code 08 Driving License.

Responsibilities:

Perform a regular audits on all equipment used * Maintenance and upkeep of all equipment *Ability to manage projects from a Technical and Financial perspective *Reports problems to Technical manager and update on all progress *Supervision and control of service contractors *Monitoring of all Technical projects *Undertake site inspection where applicable.

Budget Officer

Task Grade 10 of Category 1 Municipality

Requirements

*ND in Financial Accounting or equivalent qualification/ NQF 6 *2 Year relevant experience in Budgeting or management accounting experience *Computer literacy (MS Office software application) *Valid Code 08/B Diving license *understanding of budgetary process *Knowledge of the MFMA and Treasury regulations.

Responsibilities:

*Assist in preparation of budget, monitor & control the budget, commitments, cash flows and expenditure *Request viaments of budget when need arises *Reconciliation of Grants, MIG reports, DORA reports *Report on all budget related issues *Assist in Compilation of Annual Financial Statements.

Facilities Maintenance Officer

Task Grade 10 of Category 1 Municipality

Requirements

ND in Community Studies or Equivalent qualification/ NQF 6, *2 Year relevant experience in Community Services *Team working relationship *Reliable *Able to deal with emergencies *Computer literacy (Ms Office software application) Valid Code B or EB Driving license

*Answering queries in connection with activities by addressing the public or internal customers in person *Supervises the up keeping and activities of Council buildings *Random inspections of work sites where contractors and staff have been working * Inspect all Council buildings for up keeping standards and planned maintenance *Participates in the preparation and administration of the building maintenance budget; submits budget recommendations; monitors expenditure * Arranging ad hoc cleaning at other buildings with the assistance of the cleaning contractor if and when required *Inspecting and verifying completed work of reporting staff to ensure quality

Financial Management Intern X 1

2 Year Programme

R 100 000.00 PA

Applicants should be in possession of a recently obtained 3 year Financial Degree / National 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**.

**Technician in Training x1
(One year Contract)**

Salary: R7 269 .41 pm

Requirements:

Minimum S2 in Civil Engineering and Built Environment

Responsibilities:

Assisting in managing of contractors *Assisting in measurement for payments and certification of work done *Assisting in office work

**Technical Intern x 1
2 Year Programme**

R 11 780 .22 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 expose the successful applicant to all facets of Technical 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

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 X901, Kwa-Ngwanase, 3973. (No faxes will be accepted). Applicants not contacted by the municipality within **two weeks** after the closing date of the advertisement must consider their applications as unsuccessful. Late applications will not be considered. **Closing Date: 20 May 2021.**

Enquiries: Miss. L Sithole or Miss N.R Mathe @ (035) 592 0680 during office hours between 08h: 00–16h: 00.

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 with result immediate disqualification if validated



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Mrs. N.P. Gamede
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