



**UMHLABUYALINGANA
MUNICIPALITY**

Postal: Private Bag X901, Kwa-Ngwanase, 3973
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ADVERTISEMENT

Umhlabuyalingana Municipality, situated at KwaNgwanase is an equal opportunity employer and invites suitably qualified candidates to apply for the following vacant positions.

**Post: Accountant (Budgets)
(Permanent appointment)**

Salary: Task Grade: 12 of Category 1 Municipality

Requirements: Bachelor's Degree/ND in Financial Accounting or equivalent qualification. *2 years Budgeting or Management Accounting experience. Computer literacy (MS Office software application). *Valid Code B or EB driver's License. Understanding of Budgetary processes *Knowledge of the MFMA and Treasury regulations.

Responsibilities: Assist in preparation of Budget, Monitor & Control the budget, Commitment, cash flows & expenditure. *Request viament of budget when arises. *Reconciliation of Grants, MIG reports, *Reports on all budget related issues. *Assist in Compilation of Annual Financial Statements.

**Post: Accountant (Payroll)
(Permanent appointment)**

Salary: Task grade 12 of Category 1 Municipality

Requirements: Bachelor's Degree/ND in Financial Accounting or equivalent qualification *2 years' experience in Finance (Payroll section) and qualification in Payroll systems (VIP and Pastel) *Knowledge of Payroll systems (Understanding of Payroll systems) * Local Government experience will be added as an advantage. *Computer literacy (MS Excel, Power Point and Internet, MS Office Software application). *Ability to handle confidentiality matters. *Valid Code B or EB driver's License. *Communication Skills, Interpersonal skills.

Responsibilities: Payroll management and administration* Supervision of Administrator: Payroll * Information Verification and processing Review information system update. *Submit monthly returns to relevant parties. *Process a wide variety of payroll documents and material (eg time sheets, employee's contributions, leave ect) for the purpose of disseminating information to appropriate parties. * Control third party payments and reconciliations and ensure completeness of schedules accordingly.* Respond to enquiries regarding payroll procedures for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established guidelines.

**Post: Asset Management Officer
(Permanent appointment)**

Salary: Task Grade 11 of Category 1 Municipality

Requirements: Bachelor's Degree/National Diploma in Financial Accounting or equivalent qualification, *2 Years' experience. *Valid Code B or EB driver's License. *Applicants must be computer literate in MS Word, MS Excel, Power point and MS Access. Be fluent in IsiZulu and English Previous experience in Local Government will be added as an advantage. *Ability to work under pressure.

Responsibilities: Updating of asset register with detailed information relating to council's assets. *Ensure all assets are recorded and barcoded in the asset register. *Ensure that assets are readily identifiable and records are kept of unique identifying numbers. *Updating of information asset inventory register. *Perform physical asset verification and submit reports. *Monitor and review the allocation of asset in accordance

Post: Senior Clerk
(Permanent appointment)
Salary: Task Grade 06 of Category 1 Municipality

Requirements: Matric with Accounting or Equivalent qualification. *1 Year experience * Applicants must be computer literate in MS Excel, power point, and Ms Access. *Previous work experience in Local Government will be added as an advantage. *Be fluent in IsiZulu and English. *Ability to work under pressure.

Responsibilities: Capturing of Creditors invoice to the financial System * Ensure invoice correctness of all creditors invoices *Attend to creditors Enquiries * Do the monthly creditors reconciliation *Ensure that creditors are paid within 30 days. *Ensure proper filling in Vouchers after payments has been done. *Accurate record keeping. *Assist accountant expenditure in all reconciliation related to creditors and expenditure management. *Ensure adherence to MFMA and other legislations.

Post: Examiner (Driving License)
(Permanent appointment)
Salary: Task Grade 09 of Category 1 Municipality

Requirements: Grade 12/Matric *Diploma for Driving License *Registered as Examiner (at least Grade B) or Eligible for registration in terms of section 3 NRTA 93/96 *Code EC (Manual) *No Criminal Record.

Knowledge and Skills: Driving Skills *NRTA 93/96 *Batho Pele Principles.

Responsibilities: To ensure proper examination driving license. *Prepare reports and submit to Superintended Licensing *Ensure the sustainability of the K53 Testing ground, monitoring, assessments of municipal government drivers. *Eye test duties. *Conduct a Leaners Licensing test.

Post: Technician
(Permanent appointment)
Salary: Task Grade 11 of Category 1 Municipality

Requirements: National Diploma or Equivalent in Civil Engineering and or Built environment *Minimum of 2 years' experience in civil engineering related field *Project management certificate, knowledge contract: GCC, NEC, FIDIC *Local Government experience will be added advantage.

Responsibilities: Managing PMU contracts *Preparation of reports *Certification of work for payments *Reporting to Senior Technician.

Post: Data Capturer
(Permanent appointment)
Task Grade 05 Of Category 1 Municipality

Requirements: Certificate in Project Management & computer *Skills Administration Computer Literacy (Project, Exce, Ms Word & power point) Communication Skills & Knowledge in MIG MIS).

Responsibilities: Management and maintenance of the national monitoring Database *Liaise with provincial and National on IT specialist on related issues *Provision and quality control of data and information technology *Manipulating of data for the preparation of all necessary reports to Municipal and the relevant provincial and national departments *Support and assist with all administrative duties required by the PMU team *Processing of related correspondence and assistance in report generation *Data Audits *Register Maintenance: site-visit reports, OH &S register etc.

Post: Technical Intern X1
2 Year programme
Salary: R11 780.22 pm

Applicants should be in possession of a recently obtained 3-year Degree/Diploma in Civil Engineering/ Building environment. * A trainir programme is currently developed which will expose the successful applicant to all faces of technical services. *In addition the trainir programme will provide assistance in various functional areas within the financial department of the municipality. *Workplace experience not required as full training and support will be provided.

Post: Technician in Training X1
(One-year Contract)
Salary: R7 269.41 pm

Requirements: Minimum S2 in Civil Engineering and Built Environment.

Responsibilities: Assist in managing of contractors. *Assist in measurements for payments and certification of work done. *Assist in offic work.

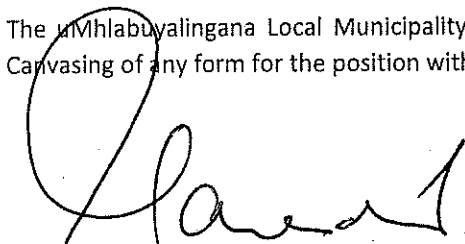
Post: General Worker X 2
(Permanent appointment)
Salary: Task Grade 03 of Category 1 Municipality

Requirements: Standard 5 unless a candidate can demonstrate that he/she has acquired relevant experience.

Responsibilities: Cleaning of municipal areas (Mseleni, Mbazwana, Esikhemele, Manguzi) *Perform all the relevant duties and responsibilities as determined by Council from time to time.

Application letter together with a detailed CV and certified copies of all qualifications should be addressed to the Municipal Manager UMhlabuyalingana Local Municipality , Private Bag X901, KwaNgwanase ,3973 (No faxes will be accepted) Applicants not contacted by the Municipality within four weeks after the closing date of the advertisement must consider their applications as unsuccessful. Late applications will not be considered. Closing Date: 19 May 2022. 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 to immediate disqualification if validated.



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Mrs. N.P. Gamede
Municipal Manager