

NGQUSHWA MUNICIPALITY

Tel: 040 6733 095
Fax: 040 6733 771

P.O. Box 539
Peddie 5640



VACANCIES

Ngqushwa Municipality incorporating Hamburg, Peddie Town and portion of King William's Town invites suitably qualified and experienced candidates to apply for the following position(s):

DEPARTMENT: BUDGET AND TREASURY OFFICE

Position: ACCOUNTANT

Basic Salary: R228 368 - R296 432 p.a.
(Task grade 12)

Reference Number: 2015/BTO/11

REQUIREMENTS:

- B.Com or equivalent obtained from a recognised institution of higher learning and completed articles from any of the recognised accounting firms.
- (2) to (3) years relevant experience in preparation, reviewal and auditing of monthly, Quarterly and annual Financial Statements.
- Sound Knowledge of the MFMA, knowledge of GRAP and other legislation that governs Local Government.
- Understanding of Municipal Environment will be added advantage.
- Knowledge of Pastel Financial System and Sage VIP for payroll will be an advantage.
- Good interpersonal and communication skills.
- Problem solving and conflict-resolution skill.
- Highly competent and must be able to meet deadlines.

DUTIES:

- Responsible for preparation of monthly, quarterly and annual financial statements and accounting file as per MFMA Section 50 and ensure that they are complete, reliable and accurate.
- Responsible for the constant maintenance of the financial general ledger.
- Meet reporting deadlines at all times.
- Responsible for preparing Section 52d of the MFMA reports and ensure that it is accurate, complete and reliable.
- Assist in preparation of MFMA Sec 71 and 72 reports.
- Responsible for all other duties that may be assigned by his/her supervisor in line with his/her duties.
- Responsible for expenditure monthly and quarterly related matters.
- Responsible for Payroll of the Municipality.
- Responsible for VAT recons and Municipal VAT related matters.

DEPARTMENT: BUDGET AND TREASURY OFFICE

Position: ACCOUNTANT

Basic Salary: R228 368 - R296 432 p.a.
(Task Grade 12)

Reference Number: 2015/BTO/22

REQUIREMENTS:

- Matric plus three year qualification in the Financial and/Accounting field obtained from a recognised institution of higher learning.
- (2) years relevant experience obtained in a municipal environment.
- Sound Knowledge of the MFMA, and knowledge of GRAP.
- Ability to work under pressure.
- Knowledge of Pastel Financial System will be an added advantage.
- Valid driver's licence will be an added advantage.
- Good interpersonal and communication skills.
- Problem solving and conflict-resolution skills.

DUTIES:

- Assist in the production and issue of budget, to include operating costs, income, and capital and project budgets.
- Prepare accurate and compliant financial reports to National Treasury.
- Meet reporting deadlines at all times.
- Assist in the preparation of annual financial statements.
- Ensure compliance with relevant legislations.
- Maintain the General Ledger votes.
- Prepare general Ledger reconciliation with respect to budget and Expenditure.
- Monitoring actual spend to budget on a monthly basis to ensure that Expenditure of the Municipality is in accordance with the vote of the Municipality and the main divisions within the vote; and
- Ensure that effective and appropriate steps are taken to prevent unauthorised expenditure.
- Comply with any remedial measures imposed by the relevant treasury in terms of the MFMA to prevent overspending of the vote or a main division within the vote.
- Production of monthly cash flow and forecast reporting.
- Assist in the preparation and arranging of all the

NB: Applicant who has submitted applications for Accountant posts advertised in Daily Dispatch of 2nd September 2015 and 14th October 2015 are encouraged to re-apply. Applicants must clearly indicate the reference of the post they apply for.

Interested persons should address their applications together with comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable references, to the Municipal Manager, P.O. Box 539, Peddie, 5640.

Enquiries can be directed to the **Human Resources Manager, Mr Mkhushi Mxekezo at 040 6733 095.**

NB:

- No faxed or e-mailed applications will be accepted.
- Short-listed applicants will be subjected to competency assessment and vetting processes.
- Only certified copies of certificates, ID and driver's licence accepted.
- Canvassing of Councillors and/or officials will result in disqualification of your application.
- Only short-listed and successful applicants would be contacted, therefore if you have not heard from us within 30 days after the closing date regard yourself as unsuccessful, however the Municipality appreciates your interest and wishes you the best in your career.
- Ngqushwa Municipality is under no obligation to fill the post after advertisement thereof.
- Applicants with disabilities are encouraged to disclose their disability status on their application.
- Preference will be given to applicants from designated groups in line with Employment Equity Act & Plan.

CLOSING DATE: 09 NOVEMBER 2015

MR TT MNYIMBA - MUNICIPAL MANAGER

necessary documentation and reports that would be necessary in the compilation of Annual Financial Statements.

- To ensure that the Municipality has accurate and up to date Financial Records in order to give correct Financial Reporting.
- Assist in the preparation of Audit action plan, co-ordinate and monitor the implementation of audit action plan in all departments.
- Assist in any other related duties.

DEPARTMENT: BUDGET AND TREASURY OFFICE

Position: ACCOUNTANT

Basic Salary: R228 368 - R296 432 p.a.
(Task Grade 12)

Reference Number: 2015/BTO/33

REQUIREMENTS:

- Grade 12 and certificate in local government.
- Relevant diploma in local government.
- A minimum of (5) years of experience in finance in a municipal environment and at a supervisory or management level.
- Sound Knowledge of the MFMA, knowledge of GRAP and other legislation that governs Local Government.
- Knowledge of Pastel Financial System and Sage VIP for payroll will be an advantage.
- Valid driver's licence will be an added advantage.
- Good interpersonal and communication skills.
- Problem solving and conflict-resolution skill.
- Highly competent and must be able to meet deadlines.

DUTIES:

- Involved in resolving all internal and external audit matters.
- Responsible for preparation of monthly, quarterly and annual financial statements and accounting file as per MFMA circular 50 and ensure that they are complete, reliable and accurate.
- Responsible for the constant maintenance of the financial general ledger.
- Responsible for Payroll of the Municipality.
- Assist in preparation of MFMA Section 71 and 72 reports.
- Responsible for expenditure monthly and quarterly related matters.
- Responsible for VAT recons and Municipal VAT related matters.
- Meet reporting deadlines at all times.
- Responsible for preparing Section 52d of the MFMA reports and ensure that it is accurate, complete and reliable.
- Responsible for all other duties that may be assigned by his/her supervisor in line with his/her duties.
- Assist in the development of risk registrar.
- Assist in the development of budget, SDBIP and annual report.
- Assist in the development and implementation of BTO policies and procedures.

DEPARTMENT: TECHNICAL SERVICES

Position: ELECTRICIAN/ARTISAN

Salary: R145 525 - R188 904 p.a.
(Task Grade 9)

REQUIREMENTS:

- NTC3 or equivalent.
- Completed apprenticeship and passed qualifying trade test as Electrician.
- Code C1 drivers licence with PDP.
- In-depth knowledge of high, medium and low voltage distribution networks.
- Ability to communicate in at least two of the three official languages in the Eastern Cape.
- Three years' experience in the relevant field.

RECOMMENDATIONS:

- Competent in medium voltage switching.
- Experience in joining and termination of medium voltage cables.
- Certified to operate truck mounted crane and aerial platform unit.

DUTIES:

- Construction and maintenance of overhead distribution lines.
- Installation, maintenance and testing of transformers and switchgear.
- Terminating and joining of high, medium and low voltage cables.
- Perform standby duties outside normal working hours.
- Carry out switching operations in conjunction with the Superintendents.
- Inspecting/testing and commissioning of works.
- Installation and maintenance of motor and control gear.