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PO Box 539
Peddie
5640

VACANCIES

Ngqushwa Municipality incorporating Hamburg, Peddie Town, rural 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 : **Manager: Expenditure**
Basic Salary : **R 289 469.00 – R 375 774.00 p.a (Task Grade 14)**

Requirements:

- B.Com or equivalent qualification obtained from a recognized institution of higher learning
- 4-5 years' relevant experience in financial environment of which 3 years must be in Supervisory position
- Sound knowledge of MFMA, GRAP and other legislations and standards that are relevant in local government
- Understanding of Municipal Environment will be an added advantage
- Hardworker, Committed, dedicated individual and ability to meet deadlines
- Supervisor skills
- Valid driver's license

Duties:-

- Responsible for expenditure management as per Section 65 and 66 of the MFMA
- Responsible for preparation of Financial Statements
- Responsible for development of Budget, IDP, SDBIP and finance related policies
- Responsible for the implementation of procedures, systems and controls
- Supervise all staff under Expenditure Management Section

Department : **Budget & Treasury Office**
Position : **Debt Management and Controller**
Salary : **R 163 838.00 – R 212 688.00 p.a (Task Grade 10)**

Requirements:

- Diploma in Credit Control & Debt Management or equivalent qualification
- 2-3 years' experience in finance experience
- Minimum of 2 years' experience in Debt Management and Credit Control
- Computer literacy

Duties:

- Attend to enquiries, correspondence and general support
- Prepare detailed and accurate files for all debtors and customers
- Attend to accounts administration
- Review, implement and monitor debt and credit control policy as well as all other relevant policies
- Ensure that bad and irrecoverable debts are written off
- Ensure that arrears and outstanding amounts are dealt with in the correct prescribed manner
- Ensure that arrears are reduced and consumers take responsibility for arrears
- Be able to control and monitor arrears
- Be able to trace and update consumer database and reduce the outstanding debts
- Ability to write credible reports on current and long outstanding debt
- Attend to valuation roll and municipal billing

- Prepare monthly reports on billing and debt management

Department: Community Services
Position: General Assistant
Basic Salary: R 72 428.00 – R 85 514.00 p.a (Task grade 3)

Requirements:

- Minimum of grade 10
- Good physical strength and stamina, willingness and ability to work under varying climate conditions
- Ability to understand and follow oral and written instructions
- Ability to perform duties and responsibilities allocated to him/her including responsible job related experience

Duties

- Ability to work unsupervised
- Works in the garbage disposal areas and sort the recyclables and non-recyclables
- Empties garbage from the refuse removal truck and dumps it to the garbage disposal site or area
- Able to sweep and remove garbage
- Keeping parks, grounds and cemetery cleaning by cutting and collecting grass
- Ability to clean drains and manholes
- Ability to patch pot holes around Peddie town and surrounding areas
- Keeping pavement clean

Interested person should submit application letter together with comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable references, to the **Municipal Manager, PO Box 539, Peddie, 5640.**

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

NB:

- No faxed or e-mailed applications will be accepted
- Shortlisted applicants will be subjected to competency assessment and vetting processes
- Only certified copies of certificates, ID and driver's license accepted
- Canvassing of Councillors and/or officials will result to disqualification of your application
- Only the shortlisted 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 obligations to fill the post after advertisement thereof
- Applicants with disabilities are encouraged to disclose their disability status on their applications
- Preference will be given to applicants from designated groups in line with Employment Equity Act & Plan

Closing date: 05 July 2016

Mr. TT. Mnyimba
Municipal Manager