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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 : **Payroll Officer**
Basic Salary : **R 193 429.00 – R 296 432.00 p.a (Task Grade 11)**

Requirements:

- Matric plus 3 year degree/diploma
- Have a good knowledge of VIP System and/ Other payroll computer systems/Pastel Accounting Financial System
- Have a good oral and written communication skills
- Be computer literate and good knowledge of windows spreadsheet application
- 3 – 5 years' experience as Payroll Officer and Expenditure

Duties

- Attend to the application of specific processes associated with updating the payroll system and all expenditure matters
- Referring to letters of appointments/ terminations correspondence and adding/ deleting members on the system
- Inserting changes to remuneration structure and related parameters based on published adjustment and/ or internal policies
- Maintaining and/ or updating records in expenditure register (operating and capital expenditure)-proper record keeping
- Supervise Payroll clerk and expenditure clerk by ensuring that, monthly balancing of salary control account is within 10 days after month end, and all other expenditure matters are properly processed and filled accordingly.
- Provide Expenditure Manager with monthly expenditure to track expenditure levels to date
- Assist in preparing of Financial Statements.
- Preparation and reviewing of VAT returns.
- Prepare monthly accurate and reliable payroll recons, creditor's recons, bank recons and investment register and recons.

Department : **BTO**
Position : **Finance Management Internship**
Salary : **R 91 275.60 p.a**
Duration : **2 years**

Requirements:

- The candidate should hold as a minimum, a three year Bachelor's Degree or National Diploma with majors in Accounting, Economics or Finance including either Risk Management and/or Auditing among others.
- The intern will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures. The candidate must be between the ages of 21 and 35.

INTERNSHIP OVERVIEW

- The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and

Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007

Department : Office of the Municipal Manager
Position : Officer: Internal Audit
Salary : R 228 368.00 – R296 432.00 pa (Task Grade 12)

Requirements

- Recognized Degree or National Diploma in Internal Audit; Accounting or relevant field
- 2-3 years auditing experience
- Be registered with the Public Accountancy and Auditing Board as a Registered Accountant and Auditor
- Knowledge of auditing process, applications and principles to enable analysis, evaluation and reporting
- Knowledge and understanding of the MFMA and administration legislation
- Knowledge and understanding of the organizational and individual performance management and performance evaluation
- Competency in the use of computers especially MS Office applications
- A valid driver's license will be an added advantage.

Duties

- Design and document system descriptions and performing walkthrough tests to ensure that system are functioning as documented
- Identifying risks, key controls, evaluating, and concluding on the acceptability of residual risk level
- Make recommendation on weakness identified in system documented
- Contribute towards the implementation of the internal audit plan by ensuring the internal audits are conducted within allocated resources
- Develop the engagement plan
- Prepare an engagement work programme
- Ensure that engagement results are communicated
- Manage and review the internal audit engagement outcomes
- Finalise the audit report
- Assess management comments action plans and monitor implementation progress
- Assist in the preparation of the Internal Audit report to be presented to the Audit Committee
- Coordinate activities of internal audit with those of other assurance providers

Department : Technical Services
Position : Electrical Assistant
Basic Salary : R 94 960.00 – R 123 277.00 p.a (Task grade 6)

Requirements:

- Grade 12
- N2 or higher certificate in electrical engineering
- A minimum of 2 years relevant experience
- General knowledge of electrical equipment and tools
- Ability to work under minimum supervision and independently
- Valid code 10 driver's license with PDP
- General knowledge of electrical maintenance

Duties

- Assist in maintenance of work sites
- Driving municipal vehicle to the different wards comprising of 118 villages to reach all the municipal areas and material and tools
- Doing site inspections
- Identify faults and repair faults identified

- Audit all electrified and un-electrified community halls
- Maintenance of municipal buildings
- Perform any other relevant duty assigned by the superior

Department : Community Services
Position : General Assistant X2
Basic Salary : R 74 925.00– R 84 338.00 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 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, 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 application.
- Preference will be given to applicants from designated groups in line with Employment Equity Act & Plan.

Closing date: 17 February 2016

Mr. TT. Mnyimba
Municipal Manager