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Mbombela 1201
Republic of South Africa



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CORPORATE SERVICES

EXTERNAL ADVERTS

DEPARTMENT: STRATEGIC MANAGEMENT SERVICES

1 X MANAGER: TRANSVERSAL SERVICES (HEAD OFFICE)

REQUIREMENTS & COMPETENCIES: Grade 12 plus B Degree in Social Science / Social worker or equivalent); valid driving license; Computer Literate – Office Applications with atleast 3 years relevant experience in Transversal Services.

RESPONSIBILITIES: Liaise with the Senior Manager on specific Key Performance Areas (Transversal Services) in relation to Transversal Matters. Participate in budget consultative meetings to make inputs in terms of the required budget for the unit. Monitoring of the allocated budget for the unit and ensure proper spending throughout the financial year. To develop plans of mitigating the identified risks. Developing and maintaining contacts and interacting with stakeholders, Locally, Provincial and Nationally. Monitoring and reviewing all relevant policies, planning processes and programmes in line with National Transversal issues Policies, ensuring development and alignment with Integrated Development Plan. Participate in various meetings (Committees, Council, internal and external forum) and provides comments and reports. Provide monitoring and management of personnel within the department. Facilitate all other management and admin duties that may arise from time to time

SALARY SCALE: R 595 171.10 – R 772 564.17 per annum (TASK GRADE 16)

DEPARTMENT: DEPUTY MUNICIPAL MANAGER INSTITUTIONAL DEVELOPMENT

1 X MANAGER: WATER SERVICES COMPLIANCE (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus B Degree in Civil Engineering; valid driving license with at least 3 years extensive experience in the water care field preferably in municipal environment.

RESPONSIBILITIES: Keeping abreast with technological developments in water supply and sanitation infrastructure and networks. Presenting a conceptual framework of current and future interventions necessary to achieve acceptable levels and standards of service delivery to the Senior Manager, for consideration and inclusion into the departments short/ long term performance and service delivery plans. Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure. Participating in the appointment process and briefing parties (consultants/ contractors, etc) on the terms and scope of such appointments and, evaluating, investigating and approving submissions on progress, performance and costs. Managing the Section 78 assessment of water services which involves the engagement of specialist consultants and the engagement of finance, infrastructure, human resources, systems, service delivery and water service providers. Ensuring compliance with Water Acts, Municipal Systems Acts, By-Laws, Occupational Health and Safety and other relevant legislation by reviewing reports on compliance and other documentation and instituting corrective action where necessary. Preparing/ approving drawings, designs and cost estimates for minor new works and, monitoring the implementation sequences thereof.

SALARY SCALE: R 595 171.10– R 772 564.17 per annum (TASK GRADE 16)

DEPARTMENT: CITY PLANNING & DEVELOPMENT

1 X MANAGER: ECONOMIC PLANNING (HEAD OFFICE)

REQUIREMENTS & COMPETENCIES: Grade 12 plus B Degree in Economics or equivalent majoring with Economics. Computer Literate – Office Applications; valid driving license with atleast 3 years' experience in a relevant field.

RESPONSIBILITIES: Conduct research, collect and analyze data, monitor economic trends, and develop forecasts on a wide variety of issues, including energy costs, inflation, interest rates, exchange rates, business cycles, taxes, and employment levels, among others. Economists develop methods for obtaining the data they need. For example, sampling techniques may be used to conduct a survey, and various mathematical modeling techniques may be used to develop forecasts. Preparing reports, including tables and charts, on research results also is an important part of an economist's job, as is presenting economic and statistical concepts in a clear and meaningful way for those who do not have a background in economics. Some economists also perform economic analysis for the media.

SALARY SCALE: R 595 171.10– R 772 564.17 per annum (TASK GRADE 16)

2 X LAND USE CONTROL OFFICER (HEAD OFFICE)

REQUIREMENTS & COMPETENCIES: Grade 12 plus National Diploma in Town & Regional planning; valid driving license with atleast 2 years relevant experience municipal environment.

RESPONSIBILITIES: Drafting and issuing of notices and summonses to offenders instructing the ceasing of illegal land users/ compliance with the relevant conditions. Providing written feedback to complainants regarding the progress of cases. Attending to telephonic enquiries and recording details of enquiries and/ or messages and forwarding for attention of the immediate superior upon availability and/ or communicating routine information to the enquirer. Applying specific sequences associated with initiating and completing electronic back-up of information and/ or referencing source documentation, reports and/ or instructions using alpha-numeric sequential codes, to facilitate retrieval. Completing details/ information on statutory notices indicating non-compliance to specific codes and regulations, forwarding for approval prior to serving on offenders.

SALARY SCALE: R 361 712.45 – R 469 514.79 per annum (TASK GRADE 12)

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

1 X INTERNAL AUDITOR (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma in Auditing or equivalent tertiary qualification. Be a member of the Institute of Internal Auditors or relevant professional body within auditing and accounting profession. Relevant hands-on Auditing experience at a senior consultant level in a high performing organization. Intensive knowledge of the Auditing process, applications and principles to enable planning, execution and reporting. Knowledge of the Municipal Financial Management Act, Systems Act as well as hands on execution of audits within the Municipal Environment or relevant organs of state will serve as an added advantage. The candidate must demonstrate that he/she can work independently in execution of the internal audit projects as described in the risk based audit plan.

RESPONSIBILITIES: Co-ordinate and control processes and procedures associated with the formulation of the Municipality's risk based Audit Plan and Program. Perform key critical Financial Audits,

Performance Audit and Operational Audits. Engage with audit clients on continuous basis, ensuring smooth execution of the audits and timely reporting. Prepare draft findings for discussion with auditee/client and report to audit manager/supervisor. Control the key performance areas and critical outputs of personnel within the Section. Monitors applications, procedures and processes associated with specific statutory financial responsibilities and functions/ activities of the Municipality. Manages the implementation of Audit investigative processes to determine irregularities or non-compliance. Disseminates guidance and information on specific key performance areas and requirements associated with the Audit program and procedures.

SALARY SCALE: R458 493.48 – R595 171.10 per annum (TASK GRADE 14)

DEPARTMENT: WATER AND SANITATION SERVICES SUPPORT

1 X SENIOR ENGINEERING TECHNICIAN: WATER SERVICES PLANNING AND DEVELOPMENT

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma in Civil Engineering; valid driving license with at least 2-3 years extensive experience in planning/design and project management of Municipal infrastructure projects.

RESPONSIBILITIES: Project and Program Management: Project Lifecycle Planning, Contract Management, Site Supervision and Quality Control. Assisting with the drafting, adjudication and reporting processes with regards to contracts/tenders and verifying details, terms and conditions, specifications etc. comply with laid down policies, regulations and procedures. Participating in the appointment process and briefing parties (consultants/ contractors, etc) on the terms and scope of such appointments and, evaluating, investigating and approving submissions on progress, performance and costs. Monitoring Contractor performance against agreed terms and conditions through ongoing interaction with site personnel, on-site inspections, etc and alerting the Contractor to any acts of non-conformance. Planning and Design of Municipal Water and Sanitation Infrastructure. Development Control and Administration: Compilation of Services Agreements and Calculation of Services contribution, Application of Municipal services standards. Review and comments on various Land Use application with engineering content in terms of the latest SPLUMA regulations: Amendment Schemes, Building plan evaluation. Office Administration and Municipal performance reporting. Long term Master Planning of Municipal infrastructure requirements. Co-Ordination between various other Government Departments

SALARY SCALE: R528 622.43 – R 686 172.56 per annum (TASK GRADE 15)

1 X SUPERINTENDENT (EASTERN REGION)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma in Water Care/ waste water process or equivalent with at least 1-2 years' experience in Water Treatment works. A communication skills, interpersonal skills is also an essential requirement.

RESPONSIBILITIES: Coordinate and control the operations of the Water Treatment Works, including monitoring and implementing Procedures, establishing resource requirements, planning and scheduling maintenance programs and evaluating outcomes. Monitor; attend to deviations in productivity, performance, administrative, information reporting requirements and maintenance of records.

SALARY SCALE: R407 224.80 – R528 622.43 per annum (TASK GRADE 13)

DEPARTMENT: PUBLIC SAFETY

1 X DISASTER MANAGEMENT OFFICER (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 **PLUS** National Diploma in Disaster Management/Safety Management. Computer literacy – Office application; Code EB driving

licence. Any post qualification in management will be an advantage. At least 2 years' experience in Disaster coordination, planning and management.

RESPONSIBILITIES: Updating, maintaining and/ or approving recording and recording entries of occurrences in specific Disaster Management schedules and registers and, aligning specific processes/ outcomes to facilitate compliance with statutory and internal procedural requirements. Identifying deficiencies with respect to the preparedness and awareness of the communities to the potential risk and hazards and/ or monitoring trends / patterns associated with the origination, impact, recovery and rehabilitation processes with a view to assessing and providing information to support the redefining of plans / solutions with respect to the local areas with high disaster occurrence rates.

SALARY SCALE: R 458 493.48 - R 595 171.10 per annum (TASK GRADE 14)

DEPARTMENT: PUBLIC WORKS, ROADS AND TRANSPORT

1 X MANAGER: PROJECT IMPLEMENTATION UNIT (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus B Degree in Civil Engineering or equivalent qualification; Must have a valid driving license with at least 3 years considerable management experience at a senior level in the relevant field.

RESPONSIBILITIES: Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments Business and Strategic Plans. Presenting a conceptual framework of current and future interventions necessary to achieve acceptable levels and standards of service delivery to the Senior Manager, Project Implementation for consideration and inclusion into the division's short/ long term performance and service delivery plans. Identifying technical/ non-technical skill gap within the Department and completes developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities. Communicating with the Council's Financial Section on audit findings and recommendations and institutes the necessary investigational or corrective measures. Monitoring Engineering Consultants and Contractors performance against agreed terms and conditions through ongoing interaction with site personnel, on-site inspections, etc and alerting the Contractors and Consultants to any acts of non-conformance. Resolving technical conflicts and contractual claims and preparing the necessary reports presenting councils arguments at arbitration. Review and recommend design plans for approval to other sector departments. Compile MIG/PTNG business plans and attend to technical appraisal meetings. Review and recommend design plans for approval to other sector departments. Attend to design and planning meetings, technical and site progress meeting. Provide technical advice and guidance to projects on behalf of the employer. Certify work done by service providers and prepare monthly certificates for approvals and payments to ensure that projects are implemented within the set deliverables, time frames, budget constraints, applicable legislations, requirements, compliance, approval etc. Review engineering design plans for recommendations to other sector departments.

SALARY SCALE: R 558 846.11 – R 725 412.36 per annum (TASK GRADE 16)

1 X SENIOR/ENGINEERING TECHNICIAN: PROJECT IMPLEMENTATION UNIT

REQUIREMENTS AND COMPETENCIES: Grade 12 **PLUS** National Diploma in Civil Engineering or equivalent coupled with at least 2-3 years relevant work experience preferably in municipal environment. A valid driving license.

RESPONSIBILITIES: Monitoring Engineering Consultants and Contractors performance against

agreed terms and conditions through ongoing interaction with site personnel, on-site inspections, etc and alerting the Contractors and Consultants to any acts of non-conformance. Resolving technical conflicts and contractual claims and preparing the necessary reports presenting councils arguments at arbitration. Review and recommend design plans for approval to other sector departments. Compile MIG/PTNG business plans and attend to technical appraisal meetings. Attend to design and planning meetings, technical and site progress meeting. Provide technical advice and guidance to projects on behalf of the employer. Certify work done by service providers and prepare monthly certificates for approvals and payments to ensure that projects are implemented within the set deliverables, time frames, budget constraints, applicable legislations, requirements, compliance, approval etc. Review engineering design plans for recommendations to other sector departments.

SALARY SCALE: R496 359.09 – R 644 293.48 per annum (TASK GRADE 15)

2 X JUNIOR ENGINEERING TECHNICIAN-PROJECT IMPEMENTATION UNIT

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma in Civil Engineering valid driving license with 2 years relevant experience in the Civil Engineering field preferably in municipal environment.

RESPONSIBILITIES: Interacting and identifying needs, assessing applicability of development objectives and preparing plans for identified projects. Analysing the status of projects in progress, preparing reports and submitting to superior. Assessing and costing key project phases with due consideration given to design, material specification, construction and support fees and prioritizing the implementation cycle of specific projects. Conducting inspection to establish project status and inspect work-in-progress against agreed standards, collate information and support the compilation of project reports. Monitoring contractor performance standards against deliverables and executing specific corrective actions to address deviations. Preparing and processing interim and final payment certificates referring to work-in-progress and completed assessments and reports, project budgets and contractors cash flow. Arranging for the handover of completed projects, interacting with relevant stakeholders. Preparing interim and final project investigational and performance reports referring to statistical data and qualitative information gathered through investigations and inspection, for the attention of the immediate superior for consideration and inclusion into management reports. Completing instructional/operational documentation (vehicle log sheets (extracting information from reports / activity lists and forwarding for approval and processing).

SALARY SCALE: R407 224.80 – R528 622.43 per annum

(TASK GRADE 13)

4 X SENIOR/ENGINEERING TECHNICIAN ROADS & STORM WATER MAINTENANCE (CENTRAL, EARSTEN & SOUTHERN REGION)

REQUIREMENTS AND COMPETENCIES: Grade 12 PLUS National Diploma in Civil Engineering or equivalent coupled with at least 2-3 years relevant work experience preferably in municipal environment. A valid driving license.

RESPONSIBILITIES: To do Master Planning for roads and storm water infrastructure development. To evaluate, comment on and manage private development regarding roads and stormwater infrastructure. To consider, approve, manage and supervise way leaves. To develop technical specification for tenders for the maintenance of roads and stormwater drainage. To monitor and control the implementation contracted services on roads and storm water drainage development (Master planning).

SALARY SCALE: R496 359.09 – R 644 293.48

per annum (TASK GRADE 15)

1 X FOREMAN ROADS & STORM WATER (CENTRAL REGION)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma in Civil Engineering or Trade Tested Artisan in the civil construction/ building field) with at least 2 years' relevant experience. Valid driving license.

RESPONSIBILITIES: Inspecting work sites and/ or conducting observations of work sequences and determining extent of awareness and/ or the need for corrective/ remedial measures. Evaluating the operating functionality and condition of vehicles, plant and equipment and, the status and movement trends with respect to stock items (chemicals, cleaning materials) through perusal of inspection checklists, service records and registers with a view of identifying with risks, deviations and the availability of alternative courses of action/ corrective measures. Visiting work sites and communicating with personnel (Operators, etc) to ascertain progress and, determining constraints/ complex problems requiring technical/ specialist intervention and implementing corrective measures. Assessing and introducing measures to facilitate understanding of processes and procedures with respect to the operations and/ or providing on the job training to personnel on specific applications.

SALARY SCALE: R 339 636.10 – R 440 858.96 per annum (TASK GRADE 12)

DEPARTMENT: ENERGY

1 X MANAGER: ENERGY PLANNING (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus B Degree in Electrical Engineering or equivalent; valid driving license with at least 3 years considerable management experience at a senior level in the Engineering field.

RESPONSIBILITIES: Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments Business and Strategic Plans. Presenting a conceptual framework of current and future interventions necessary to achieve acceptable levels and standards of service delivery to the Senior Manager, Project Implementation for consideration and inclusion into the division's short/ long term performance and service delivery plans. Identifying technical/ non-technical skill gap within the Department and completes developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities. Communicating with the Council's Financial Section on audit findings and recommendations and institutes the necessary investigational or corrective measures. Monitoring Contractor performance against agreed terms and conditions through ongoing interaction with site personnel, on-site inspections, etc and alerting the Contractor to any acts of non-conformance. Resolving technical conflicts and contractual claims and preparing the necessary reports presenting councils arguments at arbitration.

SALARY SCALE: R 595 171.10 – R 772 564.17 per annum (TASK GRADE 16)

1 X SENIOR/ ENGINEERING TECHNICIAN PROTECTION: (ELECTRICITY OPERATIONS AND MAINTENANCE) (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma in Electrical Engineering (Heavy Current) coupled with 2-3 years' experience in network protection, telemetry, DC system and backup system. Computer Literacy and valid Code 08 drivers are further requirements. Registration with ECSA will be an added advantage.

RESPONSIBILITIES: Enhance the network system operation, plant operation performance and quality of supply. Perform maintenance work on the SCADA, UPS systems, standby Generator, etc. Scan daily system fault reports to identify operational trends, and investigate the network events and faults identified. Advise the Operation and Maintenance Manager on new technologies. Develop and monitor the broad maintenance and inspection plan. Commission major equipment in the network. E.g. transformers, protection panels, battery chargers, etc. Independently diagnose complex faults and repair protection/metering/telemetry and DC system.

SALARY SCALE: R528 622.43 – R 686 172.56 per annum (TASK GRADE 15)

DEPARTMENT: OFFICE OF COUNCIL

2 X RESEARCHER: MPAC, OFFICE OF THE SPEAKER

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma in Development Planning/ Development Studies with atleast 2-3 years' work experience in Research and Policy Formulation, Implementation & Evaluation. The Incumbent must be Computer literate. Must have Code EB driver's licence.

RESPONSIBILITIES: Coordinating all phases of research from conceptualization through planning, analysis, presenting and implementation. Coordinating research in compliance with all departments and institutional regulations, policies and guidelines. Discussing and prioritizing actions for specific initiatives, verifying resource allocations and execution procedures. Establishing and maintaining the research and policy databases by capturing, storing, coding and analyzing information in order to ensure that databases are up to date and synchronized. Providing research inputs for discussions by submitting written and verbal inputs to immediate superior for comment. Participating in various meetings (internal and external forums) and provides comments/ opinions on matters affecting or concerning deliverables. Responding, through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on delivery from the general public, media, government departments, etc.

SALARY SCALE: R 458 493.48 - R 595 171.10 per annum (TASK GRADE 14)

DEPARTMENT: STRATEGIC MANAGEMENT SERVICES

1 X RESEARCHER: OFFICE OF THE EXECUTIVE MAYOR

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma in Development Planning/ Development Studies with atleast 2-3 years' work experience in Research and Policy Formulation, Implementation & Evaluation. The Incumbent must be Computer literate. Must have Code EB driver's licence.

RESPONSIBILITIES: Coordinating all phases of research from conceptualization through planning, analysis, presenting and implementation. Coordinating research in compliance with all departments and institutional regulations, policies and guidelines. Discussing and prioritizing actions for specific initiatives, verifying resource allocations and execution procedures. Establishing and maintaining the research and policy databases by capturing, storing, coding and analyzing information in order to ensure that databases are up to date and synchronized. Providing research inputs for discussions by submitting written and verbal inputs to immediate superior for comment. Participating in various meetings (internal and external forums) and provides comments/ opinions on matters affecting or concerning deliverables. Responding, through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on delivery from the general public, media, government departments, etc.

SALARY SCALE: R 458 493.48 - R 595 171.10 per annum (TASK GRADE 14)

DEPARTMENT: COMMUNITY SERVICES

1 X MANAGER: PARKS AND CEMETRIES (HEAD OFFICE)

REQUIREMENTS & COMPETENCIES: Grade 12 plus B Degree in Horticulture/environmental management or equivalent qualification relevant to Parks Management with at least 3 years' experience.

Code B driver's license. Computer literacy (Pro, MS Word, Excel) Managerial and supervisory skills. Human relations and communication skills. Conflict handling skills. Ability to give attention to detail and High level of responsibility, Ability to work under pressure.

RESPONSIBILITIES: Manage the staff component and perform administrative duties. Schedule and assign tasks according to approved projects or daily needs. Maintain discipline, attend to grievances and undertake investigations regarding disciplinary action. Write reports to the Council via the Head of Department providing information, statistics and making recommendations regarding service delivery. Manage horticulture activities. Develop parks. Ensure that trees on pavements are maintained. Manage weed control and landscapes. Make critical decisions with regards to the conditions of the trees. Manage the arboretum and nursery. Manage the planting of trees. Manage municipal cemeteries: Manage the maintenance and preparation of graves. Ensure that activities comply with relevant legislation. Ensure that statistics and records are signed. Attend to public enquiries.

SALARY SCALE: R 595 171.10 – R 772 564.17 per annum (TASK GRADE 16)

6 X LIBRARIAN (SOUTHERN REGION AND EASTERN REGION)

REQUIREMENTS AND COMPETENCIES: Grade 12 **PLUS** National Diploma in Information science or equivalent qualification. Knowledge of **SLIMS** with at least 1 year working experience in library environment preferably public library.

RESPONSIBILITIES: Maintain the organization of library materials and ensure an accurate inventory of resources, ensure efficient retrieval by users, Manage inventories, compile statistics and generate reports as required.

SALARY SCALE: R 306 972.17 – R397 677.74 per annum (TASK GRADE 11)

1 X SENIOR LIBRARIAN (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 **PLUS** National Diploma in Library and Information Sciences, coupled with 2 years' experience at a library resource centre. Supervision, Management, Negotiation and Computer skills are further requirements.

RESPONSIBILITIES: Manage all library and information services. Classification. Monthly and quarterly reports. Daily and monthly statistics. Staff and library supervision. Library marketing. Knowledge of Cabinet Online System and Stylis.

SALARY SCALE: R 407 224.80 – R 528 622.43 per annum (TASK GRADE 13)

DEPARTMENT: FINANCIAL SERVICES

1 X SENIOR MANAGER: ASSETS MANAGEMENT

REQUIREMENT AND COMPETENCIES: B Degree in Financial Accounting or equivalent qualification with at least 4 years' experience on asset Management. Statistical analysis – MS Office, Windows XP. Knowledge of general financial policies, ordinances and legislation regarding effective asset management.

RESPONSIBILITIES: Planning the delivery of overall Assets Management service delivery activities in line with the Council's strategic priorities and objectives. Communicating with the Chief Financial Officer on specific Key Performance Areas (Assets Accounting, Fleet Management and Properties) with a view to aligning functions and service delivery objectives against the capacity and capability of the Section. Monitoring, researching, and analyzing trends and a wide variety of information to identify emerging issues and their scope. Defining/ adjusting the role boundaries, workflow process and job design against laid down service delivery requirements and statutory financial regulations referring to good and accountable financial management and governance. Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements. Analyzing

trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period and, consolidating the Division's operating and capital budget. Evaluating and presenting reports to the Chief Financial Officer detailing the Division's performance against specific measures. Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure. Analysing and approving assets recording processes referring to information detailed in supporting documentation and resolving deviations from procedures. Managing the consolidation of asset transactional information to facilitate the production of Financial Statements.

SALARY SCALE: R 719 517.11- R933 998.56 per annum (TASK GRADE 17)

1 X ACCOUNTANT FINANCIAL PLANNING (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma in Financial Accounting or equivalent. The incumbent must have 2-3 years' experience in the related field. Must be computer literate with good working knowledge of a computerised financial system. The incumbent must be able to work under pressure.

RESPONSIBILITIES: Analyze the departmental budget performance and compile monthly departmental budget and expenditure reports. Analyze and monitor actual income and expenditure performance relative to the approved budget. Scrutinize the actual income and expenditure to identify unusual transactions, exceptions and variances. Execution of virements in accordance with the approved virement policy. Reconcile the operating and capital budget on the financial system with the approved budget. Advise departments on budget related matters. Consolidate annual and adjustments budgets reports in line with legislations.

SALARY SCALE: R 458 493.48 - R 595 171.10 per annum (TASK GRADE 14)

1 X CHIEF VALUER: MUNICIPAL VALUATION AND RATING HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma in Real Estate with at least 2-3 years in a valuation environment or town planning environment as well as administrative related experience. Must be registered with the South African Council for the Property Values Profession (SACPVP). Computer Literacy (Ms Word, Excel, PowerPoint and e-mail). Communication Skill (Verbal and Written skills) and good interpersonal skills. Knowledge of the Municipal Property Rates Act will be added advantage.

RESPONSIBILITIES: Provide an administrative support service to the Property Valuation Unit with capturing of information for preparation of the valuation roll, valuation appeal boards and general administrative duties. Attend all property valuation enquiries received from ratepayers /clients. Ensure that the service is well delivered and that flow of information is well controlled within and/or out of the Property Valuation Unit. Perform valuation as and when instructed by the Municipal Value. Receive all correspondence for the purposes of allocating file reference numbers, distributing the correspondence and filling it in the correct or referring it to the relevant official and/or Department.

SALARY SCALE: R 361 712.45 – R 469 514.79 per annum (TASK GRADE 12)

1 X ACCOUNTANT – CREDITORS MANAGEMENT

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma or equivalent in Accounting. The incumbent must have 2 -3 years' experience in the related field. The candidate must be computer literate with good working knowledge of computerised financial systems, Microsoft office, word and excel and a sound knowledge of the municipal legislative and regulatory framework pertaining to creditors payment management.

RESPONSIBLE: Supervision of the creditor's payment control function, including enforcement of internal control procedures. Ensure that all sundry payments and journals are recorded

timeously on the financial system, reconcile and journalize debit orders, reconcile expenditure items back to the general ledger e.g. bulk purchases and reconcile control accounts. Review reconciliations performed by sub-ordinates.

SALARY SCALE: R 458 493.48 - R 595 171.10 per annum (TASK GRADE 14)

1 X CHIEF ACCOUNTANT (BILLING AND ACCOUNTS) HEAD OFFICE

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma in accounting or Local Government Finance. The incumbent should have atleast 2-3 years' experience preferably within the Income Section (Billing of Services and meter readings). Computer Literacy with knowledge and experience of the Venus Management Information System will be an advantage. Proficiency in MS Word, Excel and basic accounting principles, knowledge of by –laws and the implementation thereof, ability to interpret legislation and implement it with good written and verbal communication skills are further requirements.

RESPONSIBILITIES: Verifying the electronic uploading of meter readings and error reports into the billing system. Analyzing and verifying transactional recordings, Debtor reports and summaries and, processing or approving adjustments to entries. Reconciling Debtor accounts and proceeding with the posting and balancing of ledger accounts. Checking and rectifying the correctness and validity of all accounts, tariffs and other charges. Participating in various meetings (Committees, council, internal and external forums) and provides comments/ opinions. Responding to queries/ questions, through the collection of factual information and/ or presenting and elaborating on findings to substantiate outcomes. Compiling investigational reports and / or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or opinion. Preparing cheque requisitions for deposit refunds and payment of debtor credits and submitting to immediate superior for approval. Analyzing, verifying and approving billing figures against source documentation. Verifying the correctness of all billing process and statements and approving distribution, verifying delivery and monitoring performance and payment of printing supplier.

SALARY SCALE: R528 622.43-R686 172.56 per annum (TASK GRADE 15)

1 X ASSISTANT ACCOUNTANT: BILLING AND ACCOUNTS (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma in accounting or Local Government Finance or equivalent. The incumbent should have atleast 2 years' experience preferably within the Income Section (Billing of Services and meter readings). Computer Literacy with knowledge and experience of the Venus Management Information System will be an advantage. Proficiency in MS Word, Excel and basic accounting principles, knowledge of by –laws and the implementation thereof, ability to interpret legislation and implement it with good written and verbal communication skills are further requirements.

RESPONSIBILITIES: Verifying recording processes referring to information detailed in supporting documentation and resolving deviations from procedures. Providing support with regards to the consolidation of transactional information to facilitate the production of Financial Statements. Verifying all journals processed by subordinates and submitting to immediate superior for approval. Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counseling and/ or other approved methods designed to improve and motivate personnel. Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources. Supervising and controlling the billing process of the allocated billing cycles. Verifying the electronic uploading of meter readings and error reports into the billing system. Monitoring and checking the accuracy of the meter readings received from service providers and verifying deviations on Exception List reports.

SALARY SCALE: R407 224.80-R528 622.43 per annum (TASK GRADE 13)

CLOSING DATE & TIME:

27 SEPTEMBER 2019

@16H00

If you qualify to apply for the above position, please send your application letter in conjunction with your comprehensive curriculum vitae, as well as certified copies of certificates to:

Senior Manager: Human Resources, City of Mbombela, P.O. Box 45, Mbombela, 1200 /or hand delivered to 1 Nel Street, Civic Centre, Mbombela, Glass Office 1, 3rd Floor.

Enquiries can be directed to human resource division: (013 759 2095/9145/9970/9037). No late or faxed applications will be considered.

Should you not have been contacted for an interview within 30 days after the closing date you may assume that your application was unsuccessful.

THE CITY OF MBOMBELA SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION AND IN THIS VAIN, SUITABLY QUALIFIED WOMEN AND PEOPLE WITH DISABILITIES ARE PARTICULARLY ENCOURAGED TO APPLY.

SR MHLONGO
ACTING MUNICIPAL MANAGER

