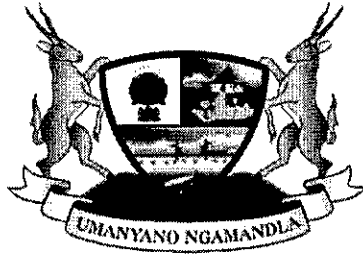


# Mbizana Local Municipality

Physical Address  
51 Winnie Madikizela  
Mandela Street  
Postal Address  
P O Box 12  
Bizana



Office of the Municipal  
Manager  
Tel: 039 251 0230  
Fax: 039 251 0917  
lmahlaka@mbizana.org.za

## EXTERNAL ADVERTISEMENT

Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below:

- |                   |   |
|-------------------|---|
| <b>1. POST</b>    | <b>: ACCOUNTANT: CAPITAL EXPENDITURE</b>    |
| <b>TASK GRADE</b> | <b>: 11</b>                                 |
| <b>DEPARTMENT</b> | <b>: BUDGET AND TREASURY OFFICE</b>         |
| <b>DURATION</b>   | <b>: PERMANENT</b>                          |
| <b>SALARY</b>     | <b>: R235 534.00 Basic Salary Per Annum</b> |

### MINIMUM REQUIREMENTS

- ✓ Grade 12
- ✓ Diploma in accounting/NQF level 6 with accounting/equivalent, with Accounting 3 as a major requirement,
- ✓ Computer literacy – MS office applications,
- ✓ CMPD (added advantage),
- ✓ Knowledge of Munsoft financial software (added advantage),
- ✓ An understanding of relevant Municipal legislation, policies and procedures,
- ✓ An understanding of Local Municipality culture and political environment and
- ✓ 3 year working experience within finance department.

### KEY PERFORMANCE AREAS:

- ✓ Co-ordinate and control sequences associated with the verification and provision of information related to Expenditure transactions received in order to ensure reporting requirements and information explaining and detailing expenditure sequences and trends are co-ordinated and disseminated to support planning and procedural evaluation process,
- ✓ Co-ordinating the recording and processing procedure of expenditure transactions in order to ensure the processing of expenditure transactions are completed accurately in accordance with laid down accounting procedures and practices,
- ✓ Performs specific sequences associated with maintaining electronically based information/data and files/records in order to ensure records are up to date, reflective of the activities and made available to support transactional sequences and



- ✓ Control the key performance areas and critical outputs of personnel within the section in order to ensure acceptable performance levels are sustained and adequate direction provided enabling the section to accomplish laid down objectives.

2. POST : REVENUE CLERK  
TASK GRADE : 06  
DEPARTMENT : BUDGET AND TREASURY OFFICCE  
DURATION : PERMANENT  
SALARY : R115 630.00 Basic Salary Per Annum

**MINIMUM REQUIREMENTS:**

- ✓ Grade 12,
- ✓ Diploma in accounting/NQF level 6 with accounting,
- ✓ Computer literacy – MS office applications,
- ✓ Knowledge of Munsoft financial software (added advantage) and
- ✓ Revelant experience in finance department (2 years)

**KEY PERFORMANCE AREAS:**

- ✓ Process financial transactions associated with municipal utilities and services,
- ✓ Arrange for collections of overdue accounts,
- ✓ Perform financial and administrative functions,
- ✓ Perform other related duties as required and
- ✓ Perform administrative activities associated with the smooth running of Municipal revenue system

**NB: Mbizana Municipality is committed to affirmative action and Employment Equity Act 55 of 1998.**

A covering letter clearly stating the position you are applying for, CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Mbizana Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the HR Offices during office hours. For more information please contact: **Mr Z.S. Jojimali on 039-251 0230** during office hours. **Closing date: 13-02-2019 @ 12pm.**

**CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION, THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.**

**No faxed or emailed applications will be accepted,** applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.

  
Mr L. Mahlaka  
MUNICIPAL MANAGER

