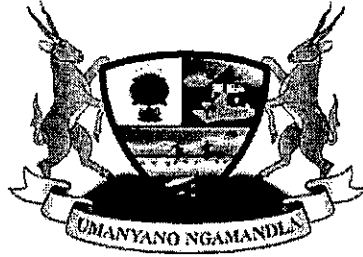


Mbizana Local Municipality

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 ADVERT

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

1. **POST** : **ACCOUNTANT: GENERAL EXPENDITURE**
DEPARTMENT : **BUDGET AND TREASURY OFFICE**
CONTRACT : **PERMANENT**
TASK GRADE : **11**
REMUNERATION : **R250 843.00 basic salary per annum**

REQUIREMENTS

- ✓ Grade 12 or Matric Certificate;
- ✓ Diploma in Accounting/NQF level 6/ equivalent (with accounting 3 as a major subject);
- ✓ Computer literacy – MS Office applications;
- ✓ Knowledge of Munsoft financial software (added advantage);
- ✓ CPMD (added advantage);
- ✓ An understanding of relevant municipal legislation, policies and procedures and
- ✓ 3 years relevant work experience

KEY PERFORMANCE AREAS

- ✓ Verification and reporting: Co-ordinates and controls sequences associated with the verification and provision of information related to Expenditure transactions;
- ✓ Specific accounting functions: Co-ordinating the recording and processing procedures of expenditure transactions;
- ✓ Data management and record keeping: Performs specific sequences associated with maintaining electronically and manually based information/data and files/records;
- ✓ Perform financial and administrative functions and
- ✓ Perform other related duties as required.

A covering letter clearly stating the position you are applying for, a comprehensive 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: ~~13:11:2019~~ @ 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