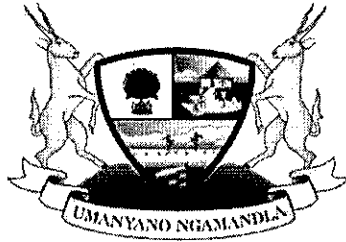


# Mbizana Local Municipality

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

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## EXTERNAL ADVERT

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

1. **POST** : **CAPITAL EXPENDITURE CLERK**  
**DEPARTMENT** : **BUDGET AND TREASURY OFFICE**  
**CONTRACT** : **PERMANENT**  
**TASK GRADE** : **06**  
**REMUNERATION** : **R 130 843.00 basic salary per annum**

### REQUIREMENTS

- ✓ Grade 12;
- ✓ National Diploma in Accounting;
- ✓ Relevant Experience (6-12 Months);
- ✓ Understanding of South African Local Government prescripts;
- ✓ Be fluent in two official languages English and IsiXhosa;
- ✓ Computer literacy and
- ✓ Must be able to work under pressure.

### KEY PERFORMANCE AREAS

- ✓ Processing capital account payments and forwarding transaction reports to immediate superior.
- ✓ Checking the validity of invoices and completeness of vouchers, capturing the complying documents and vouchers
- ✓ Capturing transfers from grants investments accounts on accounting system (Munsoft) and forwarding information to immediate superior.
- ✓ Filing expenditure information in a chronological manner in designated folders for easy reference.

- ✓ Preparing month-end journals for capital payments and allocating into correct budget vote
- ✓ Assisting the immediate superior in the compilation of retention schedules and commitment registers and advising on inconsistencies and
- ✓ Conducting grants reconciliation process.

2. **POST** : **SENIOR HR OFFICER**  
**DEPARTMENT** : **CORPORATE SERVICES**  
**CONTRACT** : **PERMANENT**  
**TASK GRADE** : **12**  
**REMUNERATION** : **R314 663.00 basic salary per annum**

#### **REQUIREMENTS**

- ✓ Matric or Grade 12 Certificate;
- ✓ National Diploma in Human Resources Management;
- ✓ 3 years' experience in the Human Resources field;
- ✓ Proficient in MS Office;
- ✓ Knowledge of HR functions (Pay and Benefits, Recruitment, Equity, Job Evaluation and IPMS);
- ✓ Outstanding organizational and time management abilities;
- ✓ Excellent communication and interpersonal skills;
- ✓ Problem solving aptitude and reliability and
- ✓ Able to work under pressure.

#### **KEY PERFORMANCE AREAS**

- ✓ Support the development and implementation of HR initiatives and systems;
- ✓ Provide counselling on policies and procedures;
- ✓ Co-ordinate all sequences associated with the recruitment and selection process;
- ✓ Create and implement an effective on boarding plans;
- ✓ Co-ordinate and drive the Individual Performance Management System of the Municipality;
- ✓ Review employment and working conditions to ensure legal compliance;
- ✓ Ensure proper implementation of employment equity and reporting;
- ✓ Be actively involved in the job evaluation process by preparing job descriptions and attending the DJEC meetings and
- ✓ Monitoring and implementing the sectional key performance targets as per the Municipal SDBIP.

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: Ms N. Mshweshwe on 082 370 7529 during office hours. Closing date: 17/12/2020 @ 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