



UMUZIWABANTU MUNICIPALITY

Private Bag X1023

Harding

4680

Tel: 039 4333500 Fax: 039 4331208

EXTERNAL ADVERTISEMENT

MUNICIPAL VACANCY

Applications are hereby invited from suitable qualified candidates for the following positions:

Municipality is an equal opportunity, affirmative action employer. The Municipality reserves the right not to make an appointment. Umuziwabantu is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

PROJECT COSTING OFFICER

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| TYPE OF EMPLOYMENT | Permanent |
| TASK GRADE | 11 |
| SALARY | R282 597.84 p.a. |
| POST NUMBER | TSPMU 001 |
| MINIMUM KEY REQUIREMENTS | <ul style="list-style-type: none"> • Matric plus relevant 3-year Tertiary qualification (NQF 6), ND or B-Com with Financial Accounting as a major subject. • 2-3 years' experience in Financial Management/ Accounting/ Financial Auditing. • Computer literacy. • A valid code B driving license. |
| MINIMUM PERFORMANCE AREAS | <ul style="list-style-type: none"> • Co-ordinates the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Project Management section. • Project Financial Planning and Reporting, identifies and defines the short to medium term objectives and priorities of the section encapsulating Project Conception, Budgeting, Procurement, Expenditure, Contract Administration, and Asset Management functionalities. • Expenditure control, co-ordinates applications and sequences associated with recording, authorization and execution of expenditure transaction. • Financial Control, prepares capital and operating estimates and controls expenditure against the approval budget allocations. • Contract Management, co-ordinates in liaison with the appointed Professional Service Providers, Legal Services and Procurement |

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| | section, respectively in the formulation of specific contracts and tender documents and contractual obligations. |
| COMPETENCES | <ul style="list-style-type: none"> • Accounting: Establishes appropriate accounting systems for the Project Management Unit (PMU) and ensures that expenditure reporting conditions for all grants (MIG, EPWP, Inspect) are adhered to. • Budgeting: Prepares cashflow forecasts of projects expenditure and monitor and asses the budget. • Costing: Understands costing concepts and advise on the management of costs. • Financial Reporting: Prepares reports for sector departments, produces spreadsheets for expenditure reconciliations. |
| The closing date for applications will be Thursday, 16 March 2023 at 16h00. | |

A letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae, certified copies of qualifications, Valid Code B Driving Licence and be forwarded to:

UMUZIWANTU Local Municipality
Private Bag X1023
HARDING
4680

Or

Hand deliver the application to the Human Resources Office at Lot 3635 Turner Street, HARDING between 07:30 to 16:00.

ENQUIRIES: The Human Resources Officer, Ms N Mbambalala (039) 433 3500.

NB: Failure to submit documents listed above will result in disqualification. Background screening and competency assessment will be done to shortlisted candidates.

The canvassing of councillors and/or management in respect of this position will lead to disqualification of applicant.

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control. The Municipality reserves the right not to make any appointment in respect of the advertised posts. Canvassing for this position will lead to disqualification of applications.

PLEASE NOTE: THAT NO FAXED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

**MR. W. T. GUMEDE
ACTING MUNICIPAL MANAGER**