



**Umuziwabantu Municipality**

Private Bag X1023

Harding

4680

Tel: 039 433 3500 Fax: 039 433 1208

**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 in respect of the advertised posts. Umuziwabantu is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

**MANAGER EXPENDITURE**

<b>TYPE OF EMPLOYMENT</b>	Permanent/Full time employment
<b>TASK GRADE</b>	15
<b>SALARY</b>	R537 013,56 pa
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• 13<sup>th</sup> cheque</li> <li>• Subsidised pension and Medical Aid Scheme</li> <li>• Subsidised Housing Scheme (subject to certain conditions)</li> </ul>
<b>KEY REQUIREMENTS</b>	National Diploma/ B. Degree in Financial Management/ Local Government Finance or Public Finance • 3-4 years Financial Management experience • A valid Code EB driver's license • MFMP certificate will be an added advantage.
<b>KEY DUTIES</b>	<ul style="list-style-type: none"> <li>• Analyse expenditure trends and compiling forecast for inclusion into consolidated budget outlining expected revenue generation based on tariff escalation and rates income through the expansion of the rate base and the cost of improvising services.</li> <li>• Reporting to the Chief Financial Officer on the status of budget and expenditure trends and recommend corrective measures required to improve financial procedures.</li> <li>• Scrutinizing internal/ external audit findings and investigative reports with a view to determine levels of corrective measures required to improve financial procedures.</li> <li>• Assist with Auditor General findings.</li> <li>• Draw up a draft Annual Financial statements.</li> <li>• Compiling of agenda items and providing financial comments on items and providing financial comments on items submitted to Committees and Council.</li> </ul>

	<ul style="list-style-type: none"> <li>• Approve payments after analysing expenditure recording processes referring to information detailed in supporting documentation.</li> <li>• Preparing statistical reports depicting short to medium term expenditure trends inclusive of explanations to support specific deviation.</li> <li>• Analysing accounting records/ entries of transaction sequences and approving/ directing the processing of adjustments through journal entries, reconciliation and posting to general ledger creditor account and or seeking support information.</li> <li>• Monitoring/ directing transaction sequences associated with expenditure for capital and ad-hoc projects/ programme and approving transaction financial reports on project prior to release for Management perusal and comments.</li> <li>• Controlling the updating and recording sequences of transaction in the suspense account of the main ledger.</li> </ul>
<b>COMPETENCIES</b>	• Accounting • Procurement • Budgeting • Financial Management • Costing • Financial Reporting.
<b>FOREMAN ELECTRICAL</b>	
<b>TYPE OF EMPLOYMENT</b>	Permanent/Full time employment
<b>TASK GRADE</b>	11
<b>SALARY</b>	<b>R311 261,76 pa</b>
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• 13<sup>th</sup> cheque</li> <li>• Subsidised pension and Medical Aid Scheme</li> <li>• Subsidised Housing Scheme (subject to certain conditions)</li> </ul>
<b>KEY REQUIREMENTS</b>	Trade Tested Artisan in Electrical Engineering (Heavy Current) • 2-3 years relevant experience • A valid code B driving license.
<b>KEY DUTIES</b>	<ul style="list-style-type: none"> <li>• Coordination and supervision</li> <li>• Information recordings.</li> <li>• Supervision and control.</li> <li>• Construction and Installations</li> <li>• Fault finding and repair.</li> </ul>
<b>COMPETENCIES</b>	Planning • Attention to details • Organizational Awareness.
The closing date for applications will be <b>Thursday, 31 October 2024 at 16h00.</b>	

Applications should be made on the application form for employment which may be obtained from the municipal website ([www.umuziwabantu.gov.za](http://www.umuziwabantu.gov.za)), together with a comprehensive Curriculum Vitae, certified copies of qualifications, Valid Driving Licence and be hand delivered to:

The Human Resources Office at Lot 3635 Turner Street, HARDING between 07:30 to 16:00.

Or

[recruitment@umuziwabantu.gov.za](mailto:recruitment@umuziwabantu.gov.za) (scanned PDF documents only)

**ENQUIRIES: The Human Resources Officer, Ms N. Mbambalala on (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. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

*Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.*

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

Approved by:



**MR. TP CELE  
MUNICIPAL MANAGER**