

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

P O BOX 48
GROBLERSDAL
0470
Tel: 013-262 3056



Civic Centre
2ND Grobler Avenue
GROBLERSDAL,
0470

Elias Motsoaledi Local Municipality with its seat in Groblersdal, Limpopo Province is committed to the achievement, maintenance and equity in employment, especially with respect of race, gender and disability. Suitably qualified candidates are hereby invited to apply for the posts as indicated below.

INTERNAL / EXTERNAL

Department: BUDGET & TREASURY

Position : ACCOUNTANT, BUDGET & REPORTING

Reference No. : BT01/2017AC

This position seeks to attract	African Female	Indian Male	African Male	White Female	Colored Female	White Male	Colored Male	People with Disability
				x				x

Remuneration : R236 364,00 p.a. (excluding employment benefits and allowances where applicable)

Job Purpose:

To render services in budget planning and management

Minimum Requirements:

- Tertiary qualification in Accounting (NQF Level 6), preferably Degree in Accounting
- Computer literacy in MS Office, OrgPlus 2012 Premium, Case ware, Cash Focus, Munsoft, VIP (attained within 6 months of appointment),
- Assessed competence (through an LGSETA-accredited Assessor) Certificate in Municipal Financial Management (SAQA qualification ID No. 48965) will be an added advantage
- 2 years relevant experience,

Skills & Expertise:

- Good knowledge and understanding of relevant policy and legislation,
- Attention to detail, Negotiation skills, Interpersonal and communication skills

Duties & Responsibilities: Budget planning and management: Receive budget estimates from departments and critically examine them for correctness, accuracy, completeness, and conformance with established procedures, regulations, and municipal objectives. Study previous budget and also take into consideration the benefits and losses occurred during the previous financial years, due to budget planning, Consolidate data for budget presentation and also provide an overview of the financial status of all the operations, Analyse actual results to budgets and forecasts. Conduct financial analysis in areas like revenue, tariffs, assets, expenditure, and supply chain management, etc. on periodical basis and prepare the analytical reports for Management action.

Budget information for strategic and operational plans, Financial systems and controls, In-Year Monitoring (IYM) and reporting, Review departmental reports related to the budget, Prepare monthly financial report to include budget-to-actual revenue and expenditure information, Prepare quarterly and mid-year financial reports, and analyse significant variances, Annual financial statements, Prepare, using Generally Recognised Accounting Practice (GRAP), annual financial statements that convey a fair presentation of information.

Department: BUDGET & TREASURY

Position : ACCOUNTANT, ASSET

Reference No. : BT02/2017AC

This position seeks to attract	African Female	Indian Male	African Male	White Female	Colored Female	White Male	Colored Male	People with Disability
	X				X			

Remuneration : R236 364, 00 p.a. (excluding employment benefits and allowances where applicable)

Job Purpose: To render services in asset management division

MINIMUM REQUIREMENTS: Degree in Accounting (NQF Level 6), or Certificate in Municipal Financial Management (SAQA qualification ID No. 48965), Computer literacy in MS Office, OrgPlus 2012 Premium, Case ware, Cash Focus, Munsoft, VIP (attained within 6 months of appointment), Assessed competence (through an LGSETA-accredited Assessor) in either Competent range of the EMLM Municipal Competency Framework, prior to appointment, 2 years relevant experience, Good knowledge and understanding of relevant policy and legislation, Attention to detail, Negotiation skills, Interpersonal and communication skills.

RESPONSIBILITIES: Implement Asset Management Strategy and develop Asset Management Plans including asset maintenance plans to ensure provision in the budget for appropriate funding to guarantee that existing assets continue to perform at the required levels and standards of service. Conduct asset life-cycle analyses as key concept underpinning municipal asset management, Link Asset Register to other systems, Provide detailed specifications for asset management demands of the municipality to IT to facilitate development / acquisition thereof within the particular architecture of the municipality's information systems, and the organizational structure. Integrate the asset register with the purchasing, capital planning, preventative maintenance, accounts payable (to capture acquisitions) to Integrate the asset register with the human resource management information system (e.g. VIP) to allow the tracking of employee possession of attractive and portable items, and to ensure that assets allocated are returned to the municipality on termination of service. Analyze the quality of water treated compared to the quality of water needed to establish the condition of the treatment plant to provide sufficient treated water. Drive on roads and over bridges doing visual inspections, and counting potholes and grade separations. Review estimated life-cycle costs and compare them to the actual amounts spent .Conduct physical verification of the quantities and condition of items held in an inventory, as a basis for accurate inventory audit and valuation, by Verifying the accuracy of stock records. Asset monitoring and reporting by prepare monthly, quarterly, and other reports that measure the implementation progress and deadlines against that of the asset management plan.

Department: BUDGET & TREASURY

Position : ACCOUNTANT PAYROLL (Salaries)

Reference No. BT04/2017AC

This position seeks to attract	African Female	Indian Male	African Male	White Female	Colored Female	White Male	Colored Male	People with Disability
		x		x	x			x

Remuneration : R236 364, 00 p.a. (excluding employment benefits and allowances where applicable)

Job purpose To render services in budget planning and management

Minimum Requirements: 3 years Degree or B.Tech in Accounting, certificate in municipal financial management (SAQA id no.48965). Computer literacy in MS office, org plus 2012 premium, case ware, cash focus, Munsoft, VIP. 3 years' experience as an Accountant, good knowledge and understanding of relevant policy and legislation, negotiation skills, interpersonal and communication skills.

Responsibilities: Carry out reporting, technical and administrative functions in staff benefits and payroll aspects. Guarantee precision of Municipal payroll by reviewing departmental and the Municipal manager's pay authorizations and validating reductions from wages. Handle the settlement of salaries and wages through the accounts structure and develop periodic payroll reports for the labor department, STATSSA, the National Treasury and other relevant government departments. Evaluate payrolls for conformity with the municipal budget, staff wages and policies, as well as record keeping assessments. Handle personnel and pay documents for the municipal staff to guarantee precise integration of such documents with the benefit and payroll systems. Make use of a computer to handle, program, and retrieve information for reports and analysis. Preserve awareness of prevalent principles and regulations relevant to payroll, benefits and retirements, and guarantee prompt and precise processing of payroll benefits, and claim payments. Give suggestions on modifications in payroll policies and procedures. Supervise modifications in regulations and laws relevant to payroll which calls for policy modifications, and inform the seniors. Handle continuous contact with the office of the CFO and the Municipal manager and offer technical assistance to municipal staff.

Department: BUDGET & TREASURY

Position : ACCOUNTANT , REVENUE

Reference No. BT03/2017AC

This position seeks to attract	African Female	Indian Male	African Male	White Female	Colored Female	White Male	Colored Male	People with Disability
		x		x	x			x

Remuneration : R236 364, 00 p.a. (excluding employment benefits and allowances where applicable)

Job purpose To render services in budget planning and management

Minimum Requirements: 3 years Degree or B.Tech in Accounting, certificate in municipal financial management (SAQA id no.48965). Computer literacy in MS office, org plus 2012 premium, case ware, cash focus, Munsoft, VIP. 3 years' experience as an Accountant, good knowledge and understanding of relevant policy and legislation, negotiation skills, interpersonal and communication skills.

Responsibilities: Accounts receivable (debtors): Update and reconcile revenue accounts, and prepare the financial reports reflecting the municipality's income status. Co-ordinate and provide guidance on specific deadlines associated with audit and legal compliance. Implement controls to monitor debtor accounts, alerting users to activate or seek approval on specific debt recovery sequences. Carry out debtor transactional processing sequences, and Monitor debtors' age analysis to determine progress with recovery. Implement billing and revenue collection systems such as cash collection / revenue, including cashiering, direct debit payment, bank payment, sundry debtors, and utilities payment monitoring. Input and reconcile all investment transactions into the municipality's investment software programme. Perform investment administration duties, tracking investment activity including payments, receipts and arbitrage
Reconcile monthly investment trustee statements and process journal entries, Prepare annual fiscal-year-end reconciliation and auditor's schedules of all accounts relating to investment debt continually as needed.

Department: BUDGET & TREASURY

Position : ACCOUNTANT , SUPPLY CHAIN MANAGEMENT

Reference No. BT05/2017AC

This position seeks to attract	African Female	Indian Male	African Male	White Female	Colored Female	White Male	Colored Male	People with Disability
		x		x	x			x

Remuneration: R236 364, 00 p.a. (excluding employment benefits and allowances where applicable)

Job purpose : To render services in budget planning and management

Minimum Requirements: Degree/ Diploma in Accounting (NQF Level 6)/ Procurement/ Supply Chain management/ Purchasing Management or Financial management, or Certificate in Municipal Financial Management (SAQA qualification ID No. 48965), Computer literacy in MS Office, OrgPlus 2012 Premium, Caseware, Cash Focus, Munsoft, VIP (attained within 6 months of appointment), Assessed competence (through an LGSETA-accredited Assessor) in either Competent range of the EMLM Municipal Competency Framework, prior to appointment, 3 to 4 years relevant experience, Good knowledge and understanding of relevant policy and legislation, Attention to detail, Negotiation skills, Interpersonal and communication skills

Responsibilities: Manages the SCM support function for the Municipality (demand, acquisition, Purchasing, risk and disposal). Provide acquisition management by monitoring the database of vendors/ supplier For the purchase of goods and services, conducting analysis of procurement expenditure for preceding years. Compile monthly, quarterly and annual SCM reports in collaboration with the Manager. Assess SCM to ensure that Bid process is properly managed and executed. Establish and maintain bid administrative procedure including Bid specifications and bid evaluation committee meetings. Manage the safe keeping of SCM documents Including the proper filing. Management of contracts/ service level agreement with bidders.

Department: BUDGET & TREASURY

Position : FINANCE INTERNS X 3 (2 YEARS CONTRACT)

Reference No. BT06/2017INT

This position seeks to attract	African Female	Indian Male	African Male	White Female	Colored Female	White Male	Colored Male	People with Disability
	x			x	x			x

Remuneration: R100 000, 00 p.a.

MINIMUM REQUIREMENTS: Young graduates with BCom Degree (in Finance related courses)
Diploma in Accounting, majoring in Accounting.
High level of Computer literacy. Ability to communicate effectively, willingness to rotate within Finance sections.
Graduates residing with Elias Motsoaledi Local Municipality will be given first preference.

Responsibilities: Prepare the annual budget in conjunction with the integrated Development Plan, and coordinate all budget inputs from Management and captures in the financial management system.
Prepare monthly and quarterly in year reports to organ of state and council and comply with all legislative requirements.
Process expenditure claims and ensure that transactions are completed accurately in accordance with all laid down accounting procedures and practices. Reconcile all credit accounts and claims, activating electronic payment and payroll and cheque payments

PLEASE NOTE: Applications for the posts must be submitted on an official application form, obtainable from the Human Resources Manager/ downloadable from www.eliasmotsoaledi.gov.za/vacancies.htm, and must be accompanied by a detailed curriculum vitae, accompanied by recently (not older than 3 months valid) certified copies of qualifications with a covering letter indicating the post applied for in well-marked envelope. And must be submitted to the attention of the Municipal Manager, PO Box 48, Groblersdal 0470 or hand delivered and put in the Marked Box for Vacancies at 2nd Grobler Avenue, Groblersdal 0470. Further information can be obtained from: **L.M. Mafiri** (HRM) during working hours at Tel: (013) 262 3056/7/8/9. Shortlisted candidates will be subjected to information/ qualifications verification process. Successful candidate will be required disclose the financial interests.

NB: If no response is received within a month (30 days) after the closing date of the advert, please regard your application as unsuccessful. Failure to submit all required documents and recently certified certificates will render the application invalid. A candidate who canvasses any councilor or official for preference will be disqualified immediately from the selection process or from appointment. All candidates shall be subjected to vetting before confirmation of permanent appointment. The Municipality reserves the right to appoint or not to appoint.

Closing date: 11 September 2017

R.M MAREDI
MUNICIPAL MANAGER