



DR JS MOROKA LOCAL MUNICIPALITY

Hereby invites applications from experienced, qualified, innovative, committed, energetic individuals to fill the under-mentioned positions:

DEPARTMENT: FINANCE (BUDGET & TREASURY)

1. POST: ASSISTANT MANAGER: ASSETS MANAGEMENT

SALARY: R 492 501, 26 per annum (Task Grade 15/1)

REQUIREMENTS: Grade 12, B-com in Accounting or equivalent qualification (NQF level 7) Sound knowledge of the MFMA, Treasury Regulations, and other legislations. 3 years' relevant experience. Achievement of the Minimum Competency Level in terms of the National Treasury: Local Government, MFMA: Minimum Regulation on competency Level, Gazette No 29967 issued on the 15 of June 2007 or completed articles will be an added advantage. Knowledge of the Case Ware system will also be an added advantage. Computer literacy. A valid driver's license.

RESPONSIBILITIES: Manage and report on Council assets. Ensure that compilation of the asset registers in terms of GRAP 17. Ensure all Municipal assets are insured. Review the reconciliation of asset registers and general ledger. Prepare Property, Plant and Equipment reconciliation and notes on the Annual Financial Statement. Safeguard the municipal assets. Review the depreciation run on a monthly basis. Review the reconciliation of the stock control account. Stores: ensure that all stock and stock movements are managed, controlled and recorded. Ensure the proper process of unbundling of all infrastructure assets in accordance with GRAP standards. Support and contribute to the review of policies.

2. POST: ACCOUNTANT: FINANCIAL SYSTEMS ADMINISTRATOR

SALARY: R336 995, 74 per annum (TASK GRADE 12/1)

REQUIREMENTS: Grade 12, National Diploma in Computer Information Systems, Accounting/Business, or related Accounting or equivalent qualification (NQF level 6) Sound knowledge of the MFMA, Treasury Regulations, and other legislations. Minimum 2-3 years relevant experience in asset management. Good interpersonal and communication skills. Computer literacy .Valid driver's license.

RESPONSIBILITIES: Collaboration between the IT and Finance departments as well as third parties to complete both daily responsibilities and project related work. Maintain daily financial systems and implement system changes. Serve as a department contact for system issues and questions, such as audit compilation information needed. Troubleshoot systems issues (Munsoft and Mscoa integrated) as necessary and escalate items appropriately. Assist and support the Finance department with monthly close processes/procedures; prioritize requests that support the

reconciliation, facilitate ad hoc reports, etc. Maintaining the Organization's Financial Systems by performing daily checks on the health and performance of the Financial Systems. Performing of gap-analyses on all Financial Systems Modules to ensure the proper usage of the system across the Municipality. Managing the Servers of the Financial Systems by coordinating the updates, upgrades and installations in consultation with the Municipal ICT Division. Ensuring that backups, simulations and data restoration on the Financial Systems are performed regularly and that reports are kept for audit purposes. Performing Periodic Reviews on all Financial Systems in collaboration with the Heads of Divisions in the Finance Department to ensure authorized access-levels on the Financial Systems. Provision of Audit-related information during the Audit for internal controls purposes on the Financial Systems. Coordinating of Software Updates, Upgrades and Releases on the Financial Systems to ensure that program change management processes are followed. Overseeing the creation of users, allocation of access-rights on the financial systems, managing the resetting of passwords processes on the financial systems. Coordinating and Managing user requests, calls, queries on all Financial Systems. Interacting with the Municipal Financial Systems vendors regularly to ensure compliance to signed SLA.

3. POST: ACCOUNTANT: FINANCIAL REPORTING & COMPLIANCE

SALARY: R336 995, 74 per annum (TASK GRADE 12/1)

REQUIREMENTS: Grade 12, National Diploma in Accounting or equivalent qualification (NQF level 6) Sound knowledge of the MFMA, Treasury Regulations, and other legislations. Minimum 2-3 years relevant experience in asset management. Good interpersonal and communication skills. Computer literacy .Valid driver's license.

RESPONSIBILITIES: Plans and compiles a schedule of year-end transactions, the reconciliation of the general ledger and the compilations of year-end certificates. Compiles work papers for notes to the financial statements. Preparation of the financial statements in the prescribed format in time and inform the Auditor General that the statements are ready for audit. Reviews internal reports prior to distribution to Treasury, Management, Portfolio Committees, Executive Committee and Council and in accordance with the requirements of current legislation.

4. POST: ACCOUNTANT: ACQUISITION (SUPPLY CHAIN MANAGEMENT)

SALARY: R336 995, 74 per annum (TASK GRADE 12/1)

REQUIREMENTS: Grade 12, National Diploma in Supply Chain Management or equivalent qualification (NQF level 6) Sound knowledge of the MFMA, Treasury Regulations, Supply Chain Management Regulations, PPPFA Act, BBBEE codes of good practice and other legislations. Minimum 2-3 years relevant experience in supply chain management. Good interpersonal and communication skills. Computer literacy .Valid driver's license.

RESPONSIBILITIES: Communicating with the immediate superior on specific aspects of Supply Chain Management Policy and processes, clarifying understanding and implementation approach, outcomes and performance measures. Aligning information systems, applications,

work processes and role boundaries to support functional outcomes related to the procurement of goods and services.

Applying appropriate process and bid systems to solicit responses in the form of quotations from suppliers/ vendors or service providers. Administering concluded contracts. Applying administrative control procedures with respect to the acquisition management, performance management and risk management when procuring goods and services. Providing guidelines/ guidance to personnel on the application of procedures. Scrutinizing transactional documentation (requisition order; Payment Voucher, Goods Received Notes, Trade Creditors invoice, claims). Prepare monthly reconciliation of outstanding orders. Update the register for irregular, fruitless and wasteful expenditure. Update the requisition register that goods have been received. Develop and maintain a deviation register on the procurement through regulation 36 of the SCM Policy.

5. POST: FINANCE INTERNS X5

SALARY: R106 500, 00 per annum

REQUIREMENTS: National Diploma or Bachelor Degree in Finance related course majoring in Accounting, Economics, Auditing, Cost and Management Accounting. Good verbal and written communications skills, sound understanding of computer literacy, strong work ethic and enthusiasm to various components of financial management.

RESPONSIBILITIES: Full participate in the educational, workplace assignments and observance of policies and procedures in line with MFMA priority training areas. Assist in compiling financial statements and management reports. Assist with the management of Capital and Operating budget as well as the other reconciliation's and financial analysis. Electronically capture financial data. Assist in the Management of debtors, credit control processes, Supply Chain, assets and liabilities.

DEPARTMENT: ADMIN AND CORPORATE SERVICES

6. POST: HUMAN RESOURCES DEVELOPMENT CLERK

SALARY: R 214 754, 31 per annum, excluding benefits (Task Grade 9/1)

REQUIREMENTS: Grade 12, National Diploma in Human Resources Development/ Management or equivalent qualification (NQF Level 6). A minimum of 1 to 2 years relevant (training & Development) working experience. Computer Literacy. Knowledge of Setas operation will be added as an advantage, preferably Local Government Sector Education and Training Authority (LGSETA). Knowledge of skills development legislation. Knowledge of Work Skills Plan (WSP) & Annual Training Report (ATR). Interpersonal skills. Negotiation skills. Computer literacy (MS Word, Excel & PowerPoint), Good Communication and Interpersonal & Administrative Skills, Ability to work under pressure.

RESPONSIBILITIES: Conduct skills audit of the staff. Influence key stakeholders' participation in the skills development planning of the municipality. Promote skills development strategies such as learnerships and skills programmes within the municipality. Consolidate Workplace Skills Plan and compile ATR for municipality. Conceptualise and compile the Workplace Skills

Plan and ATR to meet business plan objectives of the municipality, sector and national skills priorities. Submit WSP & ATR to Training Committee as part of the consultative processes. Submit WSP & ATR to LGSETA in terms of compliance requirements. Advise the SDF, Assistant Manager, Training Committee and Employment Equity Consultative Forum on the implementation of the WSP & ATR and any matters relating to training and development. Coordinate ABET, internships, learnership programmes; mentor, coach and assess learners on these programmes. Arranging Training Committee meetings in order to compile a WSP & ATR and to discuss any other training and development related issues (notices, agendas and minutes).

Note: Employment Equity candidates are encouraged to apply as the Municipality seek to achieve its employment equity targets. 

Security clearance (vetting) will be conducted on all successful candidates

No faxed or emailed applications will be considered. The selection process will be influenced by the municipality's Employment Equity Principles. Please note that correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within six weeks after the closing date should assume that their applications were unsuccessful.

The Municipality reserves the right not to make any appointment.

To apply: use a prescribed application form (available on the website as application form for employment at www.moroka.gov.za or municipal offices), accompanied by certified copies of qualifications, ID document, (not older than three months), and a detailed CV, must be addressed to: The Municipal Manager, Dr J.S Moroka Local Municipality, Private Bag X 4012, Siyabuswa, 0472. Applications can also be hand delivered in our Head office at: A2601/3 Bongimfundo Street, Siyabuswa.

For More information – Human Resources (013) 973 1101 / 1390

Closing date: 14 February 2020

**Kubheka N.T.G
Municipal Manager**