



# HARRY GWALA DISTRICT MUNICIPALITY

## CAREER OPPORTUNITIES

The Harry Gwala District Municipality situated in IXOPO invites applications from innovative and committed individuals for the under-mentioned positions:

### Budget and Treasury Office

#### DIRECTOR INCOME

**Salary Grade (E2): R496 047.38 - R539 739.79 p.a.**  
**(plus applicable benefits) • Ref No: 5/5/4/2/15**

**Job requirements:** • Grade 12/Matric • NQF Level 6 in Accounting, Financial Management/Public Finance • 5 years' experience in Financial Management • Computer literacy - specific accounting software packages • A valid Code EB driver's licence.

**Key performance areas:** • Analysing income and expenditure trends and compiling forecasts for inclusion into consolidated budgets outlining expected revenue generation based on tariff escalation and rates income through the expansion of the rate base and, the cost of providing services • Coordinating the submission of the Departmental budget sent to the Financial Services Department • Preparing and presenting reports detailing the status of debtor accounts and cash flow available to support planned medium to short term interventions to the Finance Sub-Committee and Management Committee • Reporting to the Executive Director: Financial Services on the status of budget and expenditure trends and recommending recovery plans for over-expenditure • Observing the content of the Municipal Finance Management Act 56, 2003 (MFMA) and its Regulations • Monitoring and seeking approval through correspondence/reports outlining requirements associated with aligning revenue system parameters on specific service related tariffs to accommodate National Government priorities with respect to free basic essential services to households in poor rural communities • Scrutinizing internal/external audit findings and investigational reports with a view to determine levels of corrective measures required to improve financial procedures.

#### CHIEF ACCOUNTANT: ACCOUNTING & FINANCIAL SYSTEMS

**Salary Grade (D4): R368 021.73 – R400 166.33 p.a.**  
**(plus applicable benefits) • Ref No: 5/5/4/2/16**

**Job requirements:** • Grade 12/Matric • NQF Level 6 Financial Management/Public Finance • Computer literacy - specific accounting software packages • 4 years' experience working with Financial Systems • A valid Code EB driver's licence.

**Key performance areas:** • Rendering financial systems control • Maintaining and controlling IT systems relating to the Financial Management ones applied for the Municipality • Monitoring compliance with legislation/procedures/policies and system as well as recommend corrective measures to other Accountants and Managers • Rendering VAT control and the reconciliation thereof • Undertaking investment and loan analysis applying laid-down procedures • Ensuring the reconciliation of the cash book as well as bank statements • Maintaining a register of all movable assets • Maintaining an insurance register for all claims lodged against the Municipality • Preparing Annual Financial Statements for the Municipality • Drawing up the Draft Annual Financial Statement, together with explanations.

#### CHIEF ACCOUNTANT: BUDGET & REPORTING

**Salary Grade (D4): R368 021.73 – R400 166.83 p.a.**  
**(plus applicable benefits) • Ref No: 5/5/4/2/17**

**Job requirements:** • Grade 12/Matric • NQF Level 6/7 in Financial Management/Public Finance or relevant qualification • 4 years' relevant experience • Knowledge of relevant/applicable legislation, regulations and policies • A valid Code B drivers' licence.

**Key performance areas:** • Analyzing income trends and compiling forecast for inclusion into consolidated budgets outlining expected revenue generation based on tariff escalation and rates income through the expansion of the departmental budget sent to financial Services Department • Determining and executing strategies to balance the Operating and Capital Budgets, taking financial constraints into account that is balancing the needs with the available resources • Ensuring the compilation and presentation of budgets and statement (including variance and explanation thereto) together with related reports to Council and its commitment for final approval by the legislated deadline dates with due regard for National Treasury requirements • Compiling comprehensive financial reports, providing the necessary reasoning, legislative statement and/or applying researched outcomes to support the approval of the Operating and the Capital budgets and financial statement for the Municipality • Preparing the annual budget and prepares the adjustment budget.

#### SYSTEMS ADMINISTRATOR

**Salary Grade (D4): R368 021.73 – R400 166.33 p.a.**  
**(plus applicable benefits) • Ref No: 5/5/4/2/18**

**Job requirements:** • Grade 12/Matric • NQF Level 6 qualification in Information Technology or Computer Science/Financial Information Systems/equivalent qualification • Minimum of two years' experience in finance systems administration, including experience with accounting, finance and information technology • Knowledge in eVenus and Payday Systems will be an added advantage • Proficiency in Microsoft Office applications including but not limited to Microsoft Outlook, Microsoft Excel, Microsoft Word, etc • Good technical, analytical, problem solving, administrative and communication skills • Commitment to achieving deadlines • A valid Code EB driver's licence.

**Key performance areas:** • Key administrator of financial, payroll and all systems utilized by the HGDM Municipality (including but not limited to eVenus, Payday, Reasebetsa, Teltrace and Orbit) • Serving as an expert in various aspects of eVenus, Payday, Reasebetsa, Teltrace and Orbit systems • Preparing and delivering standardized system reports • Training and supporting end users in the use of eVenus, Payday, Reasebetsa, Teltrace and Orbit • Partnering with the ICT Unit and users within the organization to enhance and make Budget and Treasury Office processes more efficient • Ability to work with all departments and assess users' needs and present proposed solution to the Chief Financial Officer • Providing a link between municipality and third party service provider who develop and maintain the systems, e.g. BCX, Payday, RQTech, Telkom, etc • Monitoring the activities of the third party service providers when they access the municipal systems remotely or on-site • Ability to work after hours, weekends and holidays and work well under pressure individually and as a team • Reporting to the Chief Financial Officer.

**Enquiries FOR THE ABOVE FOUR POSITIONS should be directed to:** Mr. M Mkatu, Chief Financial Officer on (039) 834 8700.

### Infrastructure Services Department

#### CHIEF TECHNICIAN: INFRASTRUCTURE GRANT MANAGEMENT

**Salary Grade (D4): R368 021.73 – R400 166.33 per annum (plus applicable benefits) • Ref No: 5/5/4/2/19**

**Job requirements:** • Matric/Grade 12 • NQF Level 6 in Civil Engineering or relevant qualification • Valid Code B driver's licence • 4 years' working experience in infrastructure projects • Be computer literate in MS Office (Word, Excel, etc).

**Key performance areas:** • Monitoring financial performance against agreed terms and conditions through ongoing interaction with the Director: PMU • Implementing procedures to administer expenditure and for various stages against the set expenditure targets • Participating in various meetings (internal and external forums) and provides comments/opinions on matters • Assisting PMU Director in compiling compliance grant reporting e.g. PBIC, MIG, RHIG, MWIG etc. HOD: Infrastructure • Responding to community queries and other stakeholder queries • Assisting the PMU Director in consolidating, coordinating information and sharing for the reviewing and updating of the municipal WSDP and IDP • Attending IDP steering committee meeting, IDP Road shows and reporting back on issues raised by communities.

**Enquiries should be directed to:** The Executive Director: Infrastructure Services Department, Mr. D. B. Makvakwa on (039) 834 8700.

### Office of the Municipal Manager

#### SENIOR INTERNAL AUDITOR

**Salary Grade (D4): R368 021.73 – R400 166.33 per annum (plus applicable benefits) • Ref No: 5/5/4/2/20**

**NB: This is a re-advertisement. Previous applicants need to re-apply**

**Job requirements:** • Grade 12 (Matric) • NQF 6/7 in Internal Auditing/Auditing/Financial Accounting or equivalent relevant qualification • Plus at least three (3) years' experience in the auditing field which two must be a supervisory experience in the auditing field • Interpersonal relation and communication skills • Computer literacy, project management, report writing, research, business process re-engineering, decisiveness & assertiveness, lateral & innovative/analytical thinking, effective problem solving skills, due professional care, high standards of honesty, objectivity, diligence & loyalty, financial management, presentation and facilitation, application and interpretation of legislations, staff motivation, dispute resolution, good understanding of GAAP/GRAP & IIA standards, adequate understanding of MFMA, Public Service Regulation Framework & Risk Management • A valid Code B driver's licence.

**Key performance areas:** • Planning the audits including developing the audit plan. Documentation of all relevant systems, identify risk and controls and perform process analysis and audit programmes • Deciding on Audit samples • Performing work from a planning to reporting stage and supervising work performed by subordinates • Determining training needs of the subordinates • Ensuring effectiveness of the audit team • Presentation of exceptions to auditee and obtaining management comments • Interpreting objectives of the unit & executing action plans, monitoring & reporting on effective execution of those plans • Providing advice and assurance services to the municipality, monitoring efficient and effective utilization of resources & daily performance of audit assignments • Following up on the actions plan raised during the execution of audit assignments • Ability to work independently and to analyse and interpret financial statements/information and performance information of the municipality.

**Enquiries should be directed to:** The Director: Internal Audit, Mr. ZW Tikilili on (039) 834 5502.

### Corporate Services Department

#### GARDENER

**Salary Grade (A2) R82 113.98 – R89 291.98 p.a.**  
**Ref No: 5/5/4/2/21**

**Job requirements:** • Grade 9 (Std 7) • 1 year experience in garden services.

**Key performance areas:** • Cutting/trimming lawns using hand held machines (brush cutters/lawn mowers) and/or tools (shears, lathers for cleaning overgrown shrubs • Picking up litter and items lying in open spaces • Cleaning the floors or the institution e.g. parking and pavement area etc by using brooms, mops etc • Removing and cleaning sludge from floor gutters using spade, shovel, hosepipe etc • Carrying refuse bags to designate areas for collection and/or attends to the loading/offloading of refuse bags/materials and/or garden tools • Removing and washing off debris from garden tools and/or vehicles using hand held hoses • Cleaning equipment (brush cutters, lawn mowers) using specific cleaning aides (brush) and replacing nylon cutting lines and/or checking/replenishing fuel to equipment • Placing and stacking garden tool in designated storage area and/or verbally reporting the condition/status of tools to the immediate Supervisor • Washing municipal vehicles.

**Enquiries should be directed to:** The Director: Administration and Support, Mr. T.S Ndaba on (039) 834 8700.

#### FOR ALL POSITIONS:

**Applications must be submitted with an Application Form which can be found on our website accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications and driver's license must be addressed to:** The Municipal Manager for Attention: Miss. N Lungwengwe Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276.

**CLOSING DATE: NO LATER THAN 16H30, 18 DECEMBER 2015.**

**No faxed or e-mailed applications will be accepted.**

**NB:** Canvassing with Councillors and Management will lead to disqualification. Further correspondence will be confined to shortlisted candidates. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. **No faxed or email applications will be accepted.**

**MRS A.N. DLAMINI – MUNICIPAL MANAGER**