



HARRY GWALA DISTRICT MUNICIPALITY

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

BUDGET AND TREASURY OFFICE

DEPUTY CHIEF FINANCIAL OFFICER

Salary Grade: (E3) R674 215.36 (Plus applicable benefits) • Ref No. BT/M 5/5/4/2/1

Requirements: • Grade 12/Matric • NQF Level 7 in Financial Accounting/Commerce/Accounting or relevant qualification • 5 years' experience in a financial management environment of which 4 year's must be at Management level • A qualification in the Certificate Programme in Management Development for Municipal Finance (CPMD MF) or the attaining the qualification within a reasonable time-frame in terms of the Municipal Regulations on Minimum Competency Levels, 2007 • A valid driver's licence.

Key performance areas: • Support the Chief Financial Officer in the discharge of his budgeting and reporting responsibilities • Assist the CFO with the planning, organising, coordinating, motivating and exercising control over activities of the Accounting and Budgeting Section • Advise the CFO with regards to the present and future resources needed • Responsible for the effectiveness and efficiency of the budgeting and reporting processes • Prepare the Departmental Business Plan • Collect budget inputs from the IDP priorities and HOD's • Obtain MIG allocations for the next budget year • Obtain SALGBC Circular on salary increments • Obtain DORA and provincial government allocations to Municipalities • Collate legislative requirements relating to budget preparation, approval and monitoring • Prepare draft budgets from information gathered for initial tabling at Council • Collect budget submissions emanating from community participation from the Mayor's Office • Amend accordingly and submit draft final budget for consideration and approval • Supervise and monitor the Supply Chain Management staff that they adhere to Policy & Procedure stipulations • Monitor the facilitation of the functioning of the Bid Committee • Monitor the production and submission of reports as required by the SCM policy & regulations • Supervise and monitor the Supply Management staff that they adhere to Policy & Procedure stipulations • Monitor the facilitation of the functioning of the Bid Committee • Monitor the production and submission of reports as required by the SCM policy & regulations • Monitor the performance of subordinate staff and provide affirmative and corrective feedback as necessary • Recommend and ensure that staff is recommended for appropriate training by their respective Heads • Assist staff with queries and in the execution of their duties where necessary.

CORPORATE SERVICES DEPARTMENT

SYSTEMS ADMINISTRATOR

Salary Grade: (D4) R418 814.62 – R455 396.26 (Plus applicable benefits)

Ref No. COP/M 5/5/4/2/1

Requirements: • Grade 12/Matric • NQF Level 6/7 in Information Technology or relevant qualification • 3 - 4 years' experience working as systems administrator • A valid driver's licence.

Key performance areas: • Provision of information technology support to the department through researching/introduction and implementation of IT Systems compatible with the financial management system of the Municipality • Maintain and control IT systems relating to the financial management systems used by the Municipality • Ensure month end closures on all financial systems (i.e. billing, salaries, general ledger, etc.) are undertaken on the particular date that has been assigned for each month for this task • Ensure monthly/yearly backups of financial data as contained on systems are undertaken and kept both on and off site • Import relevant data to the required source documentation in respect of soft transactions • Check format attachments/weights of soft data extracting and forward them to the relevant authority • File, save and restore data according to the approved filing system/sequences and/or order for easy retrieval/access by the other users • Monitor compliance with legislation, procedures, policies and systems and recommend corrective measures to the other accountants and managers • Prepare schedules/reports as extracted from the financial systems to support adjustments and recommendations by Senior Management on the financial management system.

FLEET MANAGEMENT OFFICER

Salary Grade: (D1) R311 003.33 – R337 995.56 (Plus applicable benefits)

Ref No. COP/M 5/5/4/2/2

Requirements: • Grade 12/Matric • NQF Level 6 in Fleet Management/Transport or relevant qualification • 2 - 3 years' experience working as a Transport Officer or relevant experience • A valid driver's licence with PrDP.

Key performance areas: • Responsible for Fleet Management activities control of municipal vehicles within the Municipality i.e issuing of vehicles to authorized personnel, reporting the fleet management challenges and ensuring that fleet management policy is adhered to at all times • Monitor and report the misuse and abuse of the municipal vehicles • Implement controls to deter fraud, abuse and misuse of vehicles and recommend disciplinary processes where necessary • Establish a work programme and schedule so that there is effective planning, controlling and management of the vehicles • Monitor the repairs and maintenance of the vehicles • Maintain the vehicle asset register • Complete relevant accident reports in compliance with the accident policy and submitting to the Insurers for claims purposes • Prepare monthly reports informing the Fleet Manager on fleet activities.

WATER SERVICES DEPARTMENT

MILLWRIGHT (2 POSTS)

Salary Grade: (D1) R311 003.33 – R 337 995.56 per annum (plus applicable benefits)

• Re-advertisement • Ref No. WAT/M 5/5/4/2/1

Requirements: • Grade 12/Matric • Millwright trade test in Electromechanical/Electromechanician or individual Trade Test Certificate for Electrical and Mechanical Trade • 3 years' proven experience post trade past experience in pumps and motors and electrical and mechanical controls • A valid driver's licence.

Key performance areas: Performs all the repairs and maintenance of the Water and Waste Water Plant machinery by: • Carrying out inspections, testing and fault finding in all electrical and mechanical equipment • Making various spares, bushes to shafts and cylinders for pump stations • Repairing/replacing all defective/worn out plant, equipment and accessories • Providing general engineering assistance • Undertaking general welding repairs.

N.B: Applicants who previously applied for Millwright (2 positions) need to re-apply as the previous applications will not be considered.

GENERAL ASSISTANT (6 POSTS)

Salary Grade: (A2) R93 447.02 – R101 615.70 per annum (Plus applicable benefits)

Ref No. WAT/M 5/5/4/2/2

Requirements: • Grade 9/Standard 7 • Experience in water services will be an added advantage.

Key performance areas: • Receive instructions/guidance from the Plumber and attends to the preparation of work site (e.g. placing road signage, loading/off-loading equipment, tools, etc.) and/or fastening slings/ropes and guiding/holding material/equipment during the loading/off-loading sequences • Responsible for excavation and backfilling of trenches to defined levels using hand held tools (e.g. spade picks, etc.) • Clean and remove blockages, debris and alien vegetation from drainage systems (manholes, pipes, canals, etc.) using hand held tools (e.g. cleaning rods, spade, etc.) • Remove and wash off debris from tools and equipment, removing debris/rubble, cleaning worksites.

Enquiries should be directed to: The Human Resources Office, on tel. (039) 834 5504/8752/8756.

Applications must be submitted with an Application Form which can be found on our website www.harrygwalaadm.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications and driver's licence 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, to reach us no later than 15H00, 1 June 2018.

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.

The Council reserves the right not to continue with the interviews and appointments thereof if it feels that no suitable candidates could be found.

N.B: Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

MRS A.N. DLAMINI: MUNICIPAL MANAGER