

UMzimkhulu



Municipality

Tel: (039) 259 5000/5300
Fax: (039) 259 0427

169 Main Street
Private Bag 53
UMzimkhulu 3297

Email: info@umzimkhululm.gov.za

PROVINCE OF KWAZULU-NATAL

KZN 435

The uMzimkhulu municipality an equal opportunity employer requires the services of suitable qualified, skills and experienced candidate for the under mentioned challenging position

1. EXPENDITURE OFFICER (PL 3)

MINIMUM REQUIREMENTS

- MATRIC
- THREE YEAR QUALIFICATION IN FINANCIAL ACCOUNTING / COST AND MANAGEMENT (BACHELORS DEGREE /DIPLOMA)
- 2 YEARS EXPERIENCE RELATED TO ACCOUNTING

KEY PERFORMANCE AREAS:

- Processing information referring to approved supplier/ service provider documentation (payment certificate, tax invoice) and / control forms (proof of delivery, time sheets, etc.)
- Generating creditor reports/ statements and invoices for verification and commencing with the preparation of vouchers and cheque batches.
- Checking and verifying payments and amounts, Value Added Tax calculations and previous payments prior to processing payments.
- Reconciling creditor Accounts referring deviations/ anomalies to the Accountant: Projects prior to the adjustment of the account.

- Preparing cheque requisitions to maintain correctness of payee and accuracy of claim through verifying payee details, relevant attachments and signature.
- Maintaining record of transactional documents using alphanumeric filing sequence and/ or attending to the archiving of old records applying laid down procedures.
- Receiving paid file from cashier and making copies for filing and for reports to the National Treasury for MIG expenditure as per Division of Revenue Act.

KNOWLEDGE SKILLS AND COMPETENCE

- Knowledge of the institute of finance standards ,MFMA and other relevant acts
- Computer literacy
- Ability to communicate at different levels
- Ability to work under pressure
- System documentation

Background and position description

Responsible for general clerical duties in the fleet management unit/department which will primarily include the organisation of fleet management incoming data and monitoring of computerized fleet analysis system to ensure effective and accurate information is up to date

2. RE: ADVERTISEMENT (FLEET MANAGEMENT INTERN)

MINIMUM REQUIREMENTS

- Grade 12
- 3 year relevant tertiary qualification in transport management or fleet management
- A minimum of one month administrative support experience in automotive environment
- Ability to handle responsibilities and work both independently and as a team
- Knowledge of various pieces of fleet and nation road transport legislations with regard to the functioning of motor vehicles;
- Excellent communication skills
- Valid Code 08 Drivers license;
- Computer Literacy
- Ability to communicate effectively/fluent in isiZulu, isiXhosa and English

KEY PERFORMANCE AREAS:

- Administer and maintain accurate information on vehicle log books;
- Allocate pool vehicles to users for optimal use;
- Conduct weekly vehicle inspection and compile monthly inspection report
- Ensure that vehicles are roadworthy, serviceable, licensed and stored safely;

- Administration of fines and arrange for payments thereof;
- Liaise with departments for replacement vehicles and order as per request.
- Obtain quotations for minor vehicle damage due to accidents and obtain the relevant reports from users.
- Verify subsidized transport log sheets and check claims submitted by users.
- Compile reconciliation of vehicles, kilometres and daily expenditure.
- Compilation and coordination of motor insurance claims

All applications with comprehensive curriculum vitae and application letter, certified copies of education qualification must be addressed to:

The Municipal Manager

Attention: Corporate Services Manager (MS N.N.NDUKU)

UMzimkhulu Municipality

P.O.BOX 53

UMZIMKULU

3297

Or hand delivery to 169 main street uMzimkhulu municipality old building to the Corporate Services Manager

CLOSING DATE : 29 JANUARY 2016

Enquiries can be directed to the corporate services manager .no fax or email application will be accepted uMzimkhulu municipality is an equal opportunity employer with strong gender bias, woman and disabled candidates are encourage to apply

Canvassing support from municipal officials and councillors is prohibited and any person found guilty thereof will be disqualified with immediate effect

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Mr Z.S. SIKHOSANA

MUNICIPAL MANAGER.