

UMzimkhulu



Municipality

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

169 Main Street
Private Bag 53
UMzimkhulu 3297

Email: info@umzimkhulum.gov.za

PROVINCE OF KWAZULU-NATAL

KZN 435

The uMzimkhulu municipality an equal opportunity employer requires the services of suitable qualified, skilled and experienced candidates for the under mentioned challenging positions:

ADVERTISEMENT

INFRASTRUCTURE DEPARTMENT

INFRASTRUCTURE INTERN X2 (1 YEAR)

MINIMUM REQUIREMENTS:

- MATRIC
- THREE YEAR NATIONAL DIPLOMA OR BACHELOR'S DEGREE IN CIVIL ENGINEERING

KEY PERFORMANCE AREAS:

- PERFORM VARIOUS DUTIES IN THE INFRASTRUCTURE DEPARTMENT

GRADER OPERATOR X 1: (1-YEAR CONTRACT)

SALARY: 120 000.00 PER ANNUM

MINIMUM REQUIREMENTS

- STD 7 / ABET LEVEL 4
- VALID CODE 14 DRIVERS LICENSE WITH PDP
- GRADER OPERATOR CERTIFICATE
- 3 YEARS EXPERIENCE IN CONSTRUCTION SURVEYS AND LEVEL
- ABLE TO COMMUNICATE IN TWO LOCAL LANGUAGES – ISIZULU/ISIXHOSA AND ENGLISH

ROLLER OPERATOR X 1: (1-YEAR CONTRACT)

SALARY: 90 000.00 PER ANNUM

MINIMUM REQUIREMENTS

- STD 7 / ABET LEVEL 4
- VALID CODE 14 DRIVERS LICENSE WITH PDP
- BASIC OPERATOR CERTIFICATE
- 3 YEARS EXPERIENCE IN CONSTRUCTION (PROVEN RECORD)
- UNDERSTANDING AND INTERPRETATION CONSTRUCTION SURVEYS AND LEVEL
- ABLE TO COMMUNICATE IN TWO LOCAL LANGUAGES ISIZULU/ISIXHOSA AND ENGLISH

TLB DRIVER X 1: (1 YEAR CONTRACT)

SALARY: 90 000.00 PER ANNUM

MINIMUM REQUIREMENTS

- STD 7 / ABET LEVEL 4
- VALID CODE 14 DRIVERS LICENSE WITH PDP
- BASIC OPERATOR CERTIFICATE
- 3 YEARS EXPERIENCE IN CONSTRUCTION (PROVEN RECORD)
- UNDERSTANDING AND INTERPRETATION CONSTRUCTION SURVEYS AND LEVEL
- ABLE TO COMMUNICATE IN TWO LOCAL LANGUAGES ISIZULU/ISIXHOSA AND ENGLISH

TRUCK DRIVERS X3: (1 YEAR CONTRACT)

SALARY: 90 000.00 PER ANNUM

MINIMUM REQUIREMENTS

- STD 7 / ABET LEVEL 4
- VALID CODE 14 DRIVERS LICENSE WITH PDP
- BASIC OPERATOR CERTIFICATE
- 3 YEARS EXPERIENCE IN CONSTRUCTION (proven record)
- UNDERSTANDING AND INTERPRETATION CONSTRUCTION SURVEYS AND LEVEL
- ABLE TO COMMUNICATE IN TWO LOCAL LANGUAGES ISIZULU/ISIXHOSA AND ENGLISH

BUDGET AND TREASURY DEPARTMENT

PA TO CHIEF FINANCIAL OFFICER

SALARY: 125 216.00 TO 129 072.84 PER ANNUM

MINIMUM REQUIREMENTS

- MATRIC
- DIPLOMA IN LOCAL GOVERNMENT FINANCE /SECRETARIAT DIPLOMA OR OFFICE MANAGEMENT DIPLOMA PUBLIC MANAGEMENT DIPLOMA OR RELEVANT QUALIFICATION
- 1-2 YEARS EXPERIENCE IN FINANCIAL MANAGEMENT

KEY PERFORMANCE AREAS:

- Assist with various functions within Budget & Treasury – assist the Budget & Treasury incumbents with the financial system, capturing of information onto the specified system
- Perusing Municipal Financial Management Act and requirements thereof for the Budget & Treasury Office and Minutes of Meetings and identifying and forwarding items requiring the attention of the Chief Financial Officer.
- Attending to the transactional processing sequence against allocated budget votes/ petty cash of expenditure incurred, claims and deductions and, collating and forwarding reconciled amounts for further processing.
- End user for each department with regards to the municipal financial system (Munsoft)

SENIOR ACCOUNTANT

Fixed 5 year contract

SALARY: NEGOTIABLE

MINIMUM REQUIREMENTS

- MATRIC
- B. COMM. DEGREE / N.D IN FINANCIAL ACCOUNTING
- 3-4 years EXPERIENCE IN FINANCIAL MANAGEMENT

COMPETENCES

- Knowledge of in dept application principles, systems and regulation association with specific acts of local government and boarder financial regulation and other relevant Acts.
- Computer Literacy.
- Work under minimal supervision.
- Ability to communicate at different levels
- Ability to work under pressure.
- Analytical skills
- System documentation
- Presentation
- Knowledge of Caseware software and Munsoft software for reporting will be an added advantage.

RESPONSIBILITIES

The incumbent will report to the Chief Finance Officer and be responsible:

- Analyze expenditure trends and compiling forecasts for inclusion into consolidate budget outlining expected revenue generation based on tariff escalation and rates income through the expansion of the rate and the cost of providing services.
- Assessing and reporting on the adequacy of current transactional recording/accounting systems and procedures related to reconciliations, posting, updating and adjustment of entries.

- Evaluate trends and longer term impact using present value and probability analysis techniques.
- Analyze accounting records/entries transactional sequences and approving the processing of adjustments through journal entries, reconciliation and posting ledger/creditors accounts.
- Controlling updating and recording sequence of transactions in the suspense account of the ledger.
- Prepare reports and schedules of accounts sourcing and collating information from audited project financial to support application for grant funding and or resolution of claims lodged with provincial/national government structures.

All applications with comprehensive curriculum vitae, 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 : 02 SEPTEMBER 2014

Enquiries can be directed to the corporate services manager. No faxed or emailed application will be accepted. UMzimkhulu municipality is an equal opportunity employer with strong gender bias; woman and disabled candidates are encouraged to apply.

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Mr Z.S. SIKHOSANA

MUNICIPAL MANAGER.