



UMzimkhulu Municipality

PROVINCE OF KWAZULU-NATAL

KZN 435

The UMzimkhulu Municipality an equal opportunity employer requires the services of suitable qualified, skills and experienced candidates for the under mentioned challenging positions:

KZN435/13/14/007/CORP

SENIOR ACCOUNTANT

FIXED 5 YEAR CONTRACT • SALARY: NEGOTIABLE

Minimum requirements: • Matric • B.Comm Degree/B.Tech in Local Government Finance • 3 - 4 years' experience in Financial Management.

Competencies: • knowledge of in depth application principles, systems and regulations associated with specific Acts of local government and broader financial regulations 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.

Reporting to the Chief Finance Officer, key performance areas will be to: • analyse expenditure trends and compile forecasts for inclusion into consolidate budgets outlining expected revenue generation based on tariff escalation and rates income through the expansion of the rate and the cost of providing services • assess and report 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 impacts using present value and probability analysis techniques • analyse accounting records/entries of transactional sequences and approving the processing of adjustments through journal entries, reconciliation and posting ledger/creditors accounts • control the updating and recording sequences of transactions in the suspense account of the main ledger • prepare reports and schedules of accounts sourcing and collate information from audited project financial records to support application for grant funding and/or resolution of claims lodged with provincial/national government structures.

Enquiries can be directed to: Chief Finance Officer, Mr. Z. Cezu, on tel. (039) 259 XXXX.

KZN435/13/14/008/CORP

PERSONNEL OFFICER

SALARY: R113 028.00 P.A.

Minimum requirements: • Grade 12 Certificate • National Diploma in Personnel Management or Human Resource Diploma • 2 - 3 years' relevant experience in benefits administration and HR related administration • advanced computer literacy.

Key performance areas: • monitor staff attendance, check staff attendance registers to ensure that all employees signs in and out work as to apply corrective actions to all employees • manage staff and councillor personnel files to ensure that all municipal staff members and councillors have personnel files and that they are kept confidentially • update payroll information if necessary and do changes on the payroll system • attends to any further enquires and correspondence received form the provident/pension fund.

TRAFFIC OFFICER

SALARY: R113 028.00 P.A.

Minimum requirements: • Matric • Traffic Officers Diploma • understanding of Transport Legislation/NRTA 93/96 Examiner of driving licence (K53) • computer literate • registered as a Traffic Officer with relevant traffic bodies • 3 years' experience as a Traffic Officer.

Key performance areas: • regulate and control traffic upon any public road • inspect or test any part and functioning of any vehicle and equipment with a view to ascertaining whether such vehicle comply with the provision of the act • exercise or perform any power and duties conferred upon an inspector of licences in terms of Section 8 • attend to emergencies, motor vehicle accident and incidents, disaster, conduct escorts VIP, abnormal load and all other related duties • enforce the law in terms of NRTA93/96 and the bylaws of municipality.

Knowledge, skills and competency: • communications and interpersonal skills • ability to work under pressure and long hours • people management skills.

Enquiries FOR THE ABOVE TWO POSTS can be directed to: The Corporate Services Manager on tel. (039) 259 5019.

Applications with comprehensive curriculum vitae, certified copies of educational qualifications must be addressed to: The Municipal Manager – Mr. Z.S. Sikhosana, Attention: Corporate Services Manager – Ms. N. Nduku, UMzimkhulu Municipality; P.O. Box 53, 169 Main Street, UMzimkhulu, 3297. No faxed or e-mailed applications will be accepted.

CLOSING DATE: 20 OCTOBER 2013.

Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof will be disqualified with immediate effect. UMzimkhulu Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability, people with disabilities are encouraged to apply and to state their disability.

MR Z. S. SIKHOSANA - MUNICIPAL MANAGER