

ERRATUM



Makhado Municipality's **Notice 209 of 2016** which was published in the Mirror on 2 December 2016 is hereby amended only to the extent and in respect of the posts and information listed herein below:

(i) **DEPARTMENT CORPORATE SERVICES:**
Administration and Council Support

The designation ICT Technician: Security Specialist – Ref (5/3/4/9/25) is CORRECTED to be **Senior ICT Officer: Security Specialist**

DEPARTMENT BUDGET & TREASURY

(ii) **Expenditure Division**

1 x Manager Expenditure - Ref: (5/3/4/3/51)

Salary scale: R523 163.87 (fixed) per annum (post level 1)

Requirements:*Grade 12 *B-Degree in Accounting *Computer literate *Extensive practical knowledge of Local Government Legislation particularly the MFMA, Supply Chain Regulations and GRAP *At least valid Code B Driver's License *Minimum of five (5) years municipal experience at management level *Attach proof of no criminal record regarding criminal offences with an element of dishonesty. *MFMP/CPMD will be added advantage.

Key performance areas:*Ensuring that all financial transactions are captured and updated *Assist in preparing the financial statements in the prescribed format in time and inform the Auditor General that the statements are ready for audit *Ensuring that all loan registers are maintained and reconciled *Execute budget administration and control: Expenditure Division *Provide monthly reports *Compiles the expenditure budget for the Municipality *Monitors actual expenditure and budgeted expenditure *Ensures reporting of expenditure related issues *Ensuring that all creditors are paid timeously *Ensuring that salaries, wages deductions are paid *Ensuring that interest and redemption payments on loans are made *Ensuring that insurance premiums are paid *Ensuring that contributions to funds are processed *Taking control of all facets of Municipality's Expenditure as outlined in the Municipal Finance Management *Ensuring compliance with all National regulations regarding Municipality's expenditure *Maintaining Financial Data Integrity *Quality control of financial reporting *Ensuring value for money in Municipality procurement including negotiation with Suppliers *Management of computerized Finance Systems *Management of subordinates *Effective and

efficient functioning of the Department, including reports, budgets, meetings, admin correspondence *Implement inventory central processes including inventory management plans *Report to Chief Financial Officer

Key competencies: *Strong leadership *Ability to communicate at all levels in the organisation *Project Management skills *Negotiation skills *Presentation, Analysis, Evaluation and Assessment skills *Interpersonal and relationship *Verbal and report writing skills

Budget and Treasury Division

(iii) 1 x Manager Budget - Ref: (5/3/4/3/58)

Salary scale: R523 163.87 (fixed) per annum (post level 1)

Requirements: * B-Com Degree ; **completed accounting articles will be an added advantage**. Proven knowledge of Caseware system also required. *Computer literate *Extensive practical knowledge of Local Government Legislation particularly the MFMA and GRAP*At least valid Code B Driver's License *Minimum of five (5) years municipal experience at management level. *MFMP/CPMD will be added advantage.

Key performance areas:*Analyzes a variety of financial information e.g. revenues, expenditures, cash management, cost projections, insurance, etc. *Assists a variety of external agency personnel e.g. auditors, grant representatives, regulatory agency staff, etc. *Compiles data from a wide variety of sources e.g. staff, public agencies *Conducts internal audits like general and special funds *Directs department operations, the maintenance of services for the purpose of achieving organizational objectives and ensuring compliance with legal, financial within established time frames *Maintains a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, student activities, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail *Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed *Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions *Prepares a wide variety of materials like annual budgets, financial statements, and reports for the Auditors *Prepares financial statements and footnotes for the purpose of showing compliance to the auditors *Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls *Researches financial topics and related legal issues (e.g. discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on municipality's' operations *Report to the Chief Financial Officer

Key competencies: *Strong leadership *Ability to communicate at all levels in the organisation *Project Management skills *Negotiation skills *Presentation, Analysis, Evaluation and Assessment skills *Interpersonal and relationship *Verbal and report writing skills

(iv) 1 x Accountant Bank Reconciliation & Cash Flow - Ref: (5/3/4/3/48)

Salary Scale: R343 540.92 – R379 423.47 per annum (post level 05)

Requirements: *Grade 12 *B-Degree/National Diploma in Accounting *At least 3 years related experience *Computer literacy *Valid Code B Driver's License *Attach proof of no criminal record regarding criminal offences with an element of dishonesty. *MFMP/CPMD will be added advantage.

Key performance areas: *Perform Bank reconciliations of Municipality's Bank Accounts *Receive cash flow report on all spending *Consults directorates/department heads in respect of expected cash flow (Capital Expenditure, etc.) *Submits Cash flow statements monthly to the Treasury Management Team, Council and National Treasury *Capturing new investments and calculate interest received *Update Investment Register to reflect current position *Manages investment portfolio *Maintain a register reflecting all investments specifying purpose of investment, institution where invested, interest rate, interest earned, type of investment, balance, and vote allocations for capital and interest earned *To communicate with regional administrators to ensure that money collected are captured and banked on time *Report to Manager: Budget

Key Competencies: *Interpersonal skills *Communication skills *Report writing skills *Attention to detail *Able to work under pressure and within set time limits *Honesty and integrity

Supply Chain Management Division**(v) 1 x Accountant: Supply Chain Practitioner Contract Management – Ref: (5/3/4/3/57)**

Salary Scale: R343 540.92 – R379 423.47 per annum (post level 05)

Requirements: *Grade 12 *B-Degree/Diploma in Supply Chain Management or equivalent. *At least 3 years relevant experience in supply chain performance management *Knowledge of MFMA and Treasury Regulations A *Valid code B driver's licence *Computer literate *Attach proof of no criminal record regarding criminal offences with an element of dishonesty. *MFMP/CPMD will be added advantage.

Key performance areas: *Assist with the drafting of contracts and service level agreement *Perform contractual and general administrative duties as required by the unit *Manage contract administration and the contract database *Conduct supplier performance assessment consultation meeting with project managers and assist with the collection of contract and supplier performance information as well as verification of the completeness of supplier performance register *Assist with contractual related matters including terms and conditions of specifications/terms of reference/notices/amendments and exit provisions *Report to Manager: Supply Chain Management

Key Competencies: *Communication skills *Management of Stakeholders *Attention to detail *Planning and decision making skills *Interpersonal relations skills *Ability to work under pressure, within a team and within set time limits *Be self-motivated *Honesty and Integrity *Report writing skills

Assets Division

(vi) 1 x Accountant Immovable Asset Management - Ref: (5/3/4/3/18)

Salary Scale: R343 540.92 – R379 423.47 per annum (post level 05)

Requirements:*Grade 12*B-Degree/National Diploma in Accounting *At least 3 years' experience in Infrastructure and GRAP *At least Code B Drivers' License *Computer literate *Attach proof of no criminal record regarding criminal offences with an element of dishonesty. *MFMP/CPMD will be added advantage.

Key performance areas:*Plans and manages activities and resources of the section by allocating resources to different teams as per needs identified in order to meet priorities *Determining resources (people, equipment) necessary to perform scope of work by considering current utilisation level reports and with inputs from reporting staff *Manages and controls specific accounting procedures associated with immovable asset acquisition and disposal *Preparing motivation for write-off and sale through auction or other prescribed means of disposal of immovable assets exceeding the allowable life cycle and coordinating the outcomes and accounting sequences thereof *Manage and administer Municipality's insurance portfolio by ensuring that all Municipality's immovable assets are insured *Ensure all losses of Municipal property and liability claims against Municipality is accounted for by means of insurance claims *Report to Manager: Assets

Key Competencies: *Communication skills *Management of Stakeholders *Attention to detail *Planning and decision making skills *Interpersonal relations skills *Ability to work under pressure, within a team and within set time limits *Be self-motivated *Honesty and Integrity *Report writing skills

(vii) 1 x Accountant: Disposal Management - Ref: (5/3/4/4/109)

Salary Scale: R343 540.92 – R379 423.47 per annum (post level 05)

Requirements:*Grade 12 *B Degree/National Diploma in Accounting *At least 3 years' relevant experience *Computer literate*At least Code B Drivers' License *Attach proof of no criminal record regarding criminal offences with an element of dishonesty. *MFMP/CPMD will be added advantage.

Key performance areas:*To provide an effective and efficient management function to Immovable Asset Management section in accordance with current legislation by attending to the verification, reporting, processing and reconciliation of immovable asset management, guiding and developing personnel on the processing sequences and controlling the effective implementation recordkeeping and data management procedures to facilitate recovery/ retrieval of accounting information* Manages and controls specific accounting procedures associated with asset acquisition and disposal *Update the assets register on a daily basis *Coordinate the movement of assets with the intuition *Updating of the office inventory list and facilitate the signing thereof*Reconciliation of the assets additions schedule to the system*Reconciliation of assets on system* Prepare a stocktaking or Verification plan *Report to Manager: Assets

Key Competencies: *Communication skills *Management of Stakeholders *Attention to detail *Planning and decision making skills *Interpersonal relations

skills *Ability to work under pressure, within a team and within set time lines *Be self-motivated *Honesty and Integrity *Report writing skills

(viii) 1 x Fleet Officer - Ref: (5/3/4/4/110)

Salary Scale: R303 538.56 - R335161.08 per annum (post level 06)

Requirements:*Grade 12*National Diploma in Transport or Logistics *At least 2 years' experience *Computer literate*A valid Code B Drivers' License *Attach proof of no criminal record regarding criminal offences with an element of dishonesty.

Key performance areas:*Development and maintenance of fleet management policy and procedures *Ensures the proper completion and administration of records and returns (records management) by ensuring amongst others that the vehicle log sheets are kept accurately for all vehicles*Analysing of fleet management report to management on fleet management matters*To make sure that all vehicles are insured and processing motor vehicle accidents*Manage the verification, spot checks and disposal of the fleet*Co-ordinates the administrative support associated with tenders*Monitor analyses and control the utilization of fuel of all municipal vehicles*Co-ordinates the licensing administration of council "s fleet*Manage the conversion of traffic fines and summons*Manage the budgeting, purchasing and the utilization of departmental fleet*Monitor service level agreement and lease contract including rentals *Report to Manager: Assets

Key competencies:*Attention to details *Good communication skills *Able to work under pressure, within a team and under set out time limits *Stakeholders Management *Honesty and Integrity *Report and writing skills

(ix) Waterval Regional Office

1 x Chief Traffic Licensing Officer - Ref: (5/3/4/2/8)

Correction of salary scale as follows-

Salary scale: R408 517.97 – R429 209.27(fixed) per annum (post level 4)

Makhado Municipality's **Notice 209 of 2016** which was published in the Mirror on 2 December 2016 is hereby amended only to the extent and in respect of the posts and information listed herein below:

(i) OFFICE OF THE SPEAKER is corrected to read OFFICE OF THE CHIEF WHIP

1x SECRETARY: OFFICE OF THE CHIEF WHIP Ref: (5/3/4/6/45)

(ii) MULTIPURPOSE COMMUNITY CENTRE (Ha- Musekwa Ngundu) is CORRECTED to read Khomele Village Paypoint

1 x ASSISTANT CASHIER Ref: (5/3/4/3/2)

In respect of both **Notices 208 and 209**, the following -

MAKHADO LOCAL MUNICIPALITY

NB: SUCCESSFUL CANDIDATES MIGHT BE REQUIRED TO GO THROUGH A SECURITY CLEARANCE DEPENDING ON INHERENT REQUIREMENTS OF THE JOB

Makhado Municipality has a firm commitment to the advancement of designated groups, including *women and disabled* Forward your application on the ***Council's prescribed application form*** with a copy of CV and certified qualifications to: **The Municipal Manager, Private Bag X2596, Louis Trichardt, 0920 or Hand delivered to Civic Centre, 83 Krogh Street Louis Trichardt** Application Forms can be collected from Civic Centre at 83 Krogh Street **Louis Trichardt** or downloaded on www.makhado.gov.za

For more information contact **MS. NYALUNGU NB @ 015 519 3223** or **MS. NS Nekhavhambe @ 015 519 3225**

PLEASE NOTE: APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED

NB: NO FAX AND E-MAIL APPLICATIONS WILL BE ACCEPTED

If no response is received from Makhado Local Municipality within 90 days after the closing date, it must be regarded that the application has not been successful

Publication Date: 9 December 2016 (in Mirror)

Closing Date: The closing date of 28 December 2016 is extended to 4 January 2017

Notice No: 212/2016

Ref: 5/3/B

**M J KANWENDO
ACTING MUNICIPAL MANAGER**