



EXTERNAL ADVERTS

The Ntabankulu Local Municipality which is situated in the Alfred Nzo region is an equal opportunity employer and requires the services of the suitable qualified persons to fill the under-mentioned positions.

BUDGET & TREASURY

1. MANAGER ASSETS AND STORES - TG 15

Annual Basic Salary: R499 292.00

Minimum Requirements

- Matric
- B. Degree or equivalent in Financial Management and / or Accounting
- Minimum of four years' experience in middle management level
- Municipal Finance Management Program Certificate (CPMD) added advantage
- Computer Literacy/skills
- A code EB Drivers' license

Key Performance Areas:

- Contributing to the development of Assets and Stores Management (ASM) policies and procedures
- Tracking Municipal expenditure for fixed assets in comparison to the Capital Budget and management authorization.
- Monitoring the status of records associated with the assets of the Municipality, applying internal control procedures to check, verify, update and maintain acquisition, valuation and location details.
- Using specific formulae and factors to determine/ calculate depreciation for inclusion into financial reports through maintaining current knowledge on best practices regarding fixed assets and GRAP accounting guidelines, especially all topics impacting the capitalization/depreciation of assets.

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- Executing the asset verification, investigating, and reporting on variances, making necessary recommendations to resolve the discrepancies and update the asset register.
- Preparing monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records and resolving uncleared items.
- Advising on the new Asset disposal and procedures to enhance cost efficiency, strengthen control/corporate governance and support local businesses
- Regularly reviews the efficacy of the procedures, systems and practices related to ASM
- Ensuring adequate internal control systems and procedures are implemented in respect of the transportation, receipting, storage and issuing of stock items.
- Verifying that stock list is properly and accurately compiled and reconciled to the General Ledger
- Compiling and analyzing of all stock acquisitions from capital and operating votes for input to the stock list
- Managing the disposal of obsolete stock according to the Supply Chain Management policy

2. MANAGER REVENUE MANAGEMENT – TG 16

Annual Basic Salary: R562 152.00

Minimum Requirements

MANAGER: REVENUE - TG 16

Annual Basic Salary: R562 152.00 (Excluding Benefits)

Minimum Requirements

- Matric
- B. Degree or equivalent in Financial Management and / or Accounting
- Minimum of four years' experience in middle management level
- National Treasury Competency Requirement for Senior Management (CPMD) added advantage
- Computer Literacy/skills
- A code EB Driver's license

Key Performance Areas:

- Identifies and defines the short to medium term objectives and priorities of the section encapsulating procurement, expenditures and remuneration control functionalities
- Direct and controls the Key Performance Indicator's and outcomes of personnel within the Revenue Section

- Direct the implementation of specific procedures, system and controls associated with key functional areas embodied in the Revenue Sections' structure
- Manages applications and sequences associated with Property Rates Policy applications as required
- Manages application and sequences associated with recording, adjustment and updating of the Municipality's debtors related transaction accounts
- Manages application and sequences associated with the implementation of the indigent and free basic services policy
- Manages application and sequences associated with Grants and Subsidy Management functionality
- Manages applications and sequences associated with Revenue Collection functionality of the Unit
- Disseminates guidance and information on specific key performance areas and requirements associated with the Revenue and Debt Management programs and procedures.

To apply for the above posts, send: The application covering letter, accompanied by a detailed CV, originally certified copies (**not older than 3 months**) of academic qualifications, identity document and a driver's license where applicable, no application form is required. The shortlisted candidates may be subjected to security and reference check. Failure to comply with the above request shall lead to disqualification of your application. Ntabankulu Local Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender, and disabilities) in the municipality. The municipality reserves the right not to fill the advertised position, if feels not satisfied with the candidates. If candidates do not receive communication from the municipality within 30 days from the closing date of the advert, consider your application unsuccessful. Applicants shall be penalized for canvassing the municipal employees or any stakeholder for appointment. All appointed applicants shall be based in Ntabankulu Local Municipality main site, but the municipality reserves the right to transfer/place an employee wherever (within Ntabankulu municipality jurisdiction) when the needs arise. Forward all applications to: **Mr M. Pinyana, The Acting Municipal Manager, Ntabankulu Local Municipality, Private Bag x 504, Ntabankulu, 5130.** Or applications may be hand delivered to the Municipal HR Office, at Erf. 85 Main Street, Ntabankulu. Faxed or emailed applications will not be considered. **Closing date: ~~06.14~~ April 2023 at 15H00.** Enquiries must be directed to **Ms S.N. Ntlahtla (Director Corporate Services)** at 039 258 222/0636816825.

Approved by M. Pinyana (Acting Municipal Manager)

