

POSTAL ADDRESS  
P.O. Box 31  
Qumbu  
5180

PHYSICAL ADDRESS  
96 Church Street  
Qumbu  
5180

Ifoni/Tel: 047-5537000

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**EXTERNAL VACANCIES**  
**DATE: 10 FEBRUARY –28 FEBRUARY 2020**

The Mhlontlo Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

Suitably qualified persons are hereby invited to apply for the following vacancies which will be filled in terms of the Employment Equity Plan of the municipality. People with physical disabilities are encouraged to apply.

**BUDGET AND TREASURY OFFICE**

**REVENUE CLERK**

**POSITION: 1**

**BASIC SALARY: R125 832.00 per annum**

**ADVERTISED: Daily Dispatch, Local News Paper and Website**

**MINIMUM REQUIREMENTS:**

• Matric • Diploma in Accounting • Computer Literacy • One(1) to (2) years' experience • Conflict management skills • Willingness and ability to work over and above call of work and under pressure

**KEY RESPONSIBILITIES** • Processing transactional data referring to specific transactional documentation and recordings, attending to amendments\ adjustments and the posting of transactions to specific accounts. • Executing procedures with respect to the receipting and reconciling of rates and services related income, generating and forwarding printouts of payments to the immediate superior for verification and completing procedural forms for banking purposes and\ or issuing clearance certificates • Receives and attends to customer complaints referred by the cashiers • Resolves customer complaints and queries and refer the complicated ones to the immediate superior. • Maintaining revenue information and record keeping system, filing transactional documentation, notification and correspondence in alpha numeric\chronological sequence and or retrieves information to support query resolution. • Facilitating the role boundaries, workflow process and job design against laid down service delivery requirements and statutory. • Arranges transport for the messengers to perform banking duties. • Facilitates the issuing of manual received and submit to the immediate superior for verification. Prepare monthly reports. • Perform any other duty as may be assigned by competent authority.

**BUDGET AND TREASURY OFFICE**

**EXPENDITURE CLERK**

**POSITION: 1**

**BASIC SALARY: R125 832.00 per annum**

**ADVERTISED: Daily Dispatch, Local News Paper and Website**

**MINIMUM REQUIREMENTS:** • Matric • Relevant Degree or Diploma in any financial Accounting Field • Computer Literacy

• Conflict management skills • A minimum of 1-2 year- credible experience in the relevant field from the Municipal environment • Willingness and ability to work over and above call of work and under pressure.

**KEY RESPONSIBILITIES:** • Receiving payment documentation and information from various departments for payment processing. • Checking and verifying source payment documentation against receipts / delivery notes. • Capturing of all payments on the financial management system including debit orders, bank charges and petty cash payments. • Preparation of the petty cash re-imburement for submission to the immediate superior. • Responsible for updating the petty cash register for submission to the immediate superior • Capturing of petty cash vouchers to the financial system. • Receiving and attending to supplier complaints pertaining to delayed payments by the Municipality. • Resolving supplier complaints and queries and refer the complicated ones to the immediate superior • Making follow up calls with the creditors to confirm payment has been received; refer deviations to the superior for action. • Updating files with current and relevant information pertaining to the payroll administrative activities. • Prepare monthly reports. • Perform any other duty as may be assigned by competent authority.

**DEPARTMENT: INFRASTRUCTURE SERVICES**

**PROJECT ACCOUNTANT**

**POSITION: 1**

**BASIC SALARY: R 339 278.04 per annum**

**ADVERTISED: Daily Dispatch, Local News Paper and Website**

**MINIMUM REQUIREMENTS:** • Matric plus National Diploma in Accounting, Financial Management or Equivalent,

• Computer Literacy in MS Software packages • A valid code B Driver's license • Good communication, presentation and reporting skills • Willingness and ability to work over and above call of work and under pressure

**KEY RESPONSIBILITIES** • Audit and administer the monthly claims • Audit on compliance of all legal conditions • Verify and reconcile quarterly transfer from national to the municipality • Create project accounts in the accounting system • Execute applications and processes associated with the recording and reconciliation project related records • Maintain project-related records, including contracts and change orders • Investigate project variances and submit variance reports to management • Approve the write off of any project-related billings that cannot be billed to or collected from customers • Check and verify compliance to procedural requirements prior to the processing transactional project related information • Close out project accounts upon project completion • Attend to queries related to the calculation of penalties/ interest and providing explanations to clients. Manage expenditure for all municipal infrastructure grants/capital projects • Ensure proper accounting for capital expenditure is in accordance with budget allocation • Prepare monthly, quarterly and annual expenditure reports for submission to funders and relevant stakeholders • Contributes to the monitoring, design, review and implementation of internal controls, policies, procedures and systems • Ensure that payments to contractors are processed in accordance with agreed procedures • Prepare capital vote reconciliation on all ledger accounts on time • Update WIP, Capital commitments, Retention Registers and balance it with general ledger • Maintain all capital projects files and record to audit standard • Ensure that completed project are transferred to asset register. • Perform any other duty as may be assigned by competent authority.

**CLOSING DATE : 28 FEBRUARY 2020 @ 12H00**

**ENQUIRIES : THE MANAGER: HUMAN RESOURCES: MR. X. MPATANE (047-533 7000) DURING OFFICE HOURS**

**NB: Mhlontlo Local Municipality is an Affirmative Action employer. Should candidates not hear from the municipality after three (3) months from the closing date, they may regard themselves as having been unsuccessful.**

**Please apply by writing the Application letter and also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Driver's Licence (where applicable) to:**

**The Municipal Manager  
Mhlontlo Local Municipality**

**P.O. Box 31  
Qumbu , 5180**

**FOR ATTENTION: THE SENIOR MANAGER, CORPORATE SERVICES DEPARTMENT**

**OR**

**Submit your Application letter, CV and certified copies of your qualifications and ID document and valid driver's licence where applicable by hand to;**

**The Senior Manager  
Corporate Services Department  
96 L. G. Mabidla Street  
Qumbu , 5180**

**Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.**

**CORRESPONDENCE WILL BE LIMITED TO ONLY SHORT- LISTED APPLICANTS.**

**The Municipality reserves the right not to make any appointment to the advertised posts.**

**PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.**

**The appointment is made according to the Council conditions of service.**

**Canvassing for this position will lead to disqualification of applications.**

**Mr. T.P. MASE - ACTING MUNICIPAL MANAGER**

**We urge all employees, clients, members of the public and our suppliers to report any kind of fraud or corruption at Mhlontlo Local Municipality's Human Resources-**