



UMZIMVUBU

— LOCAL MUNICIPALITY —

VACANT POSITIONS

EXTERNAL NOTICE NO: 05/2020/2021

Umzimvubu Local Municipality with its mission to properly plan and deliver quality and sustainable services to improve the socio-economic status within the broader Umzimvubu community hereby invites applications from committed self-driven individuals who want to accelerate their careers in the fields mentioned herein through rendering services of high quality and exceptional intelligent in order for it to maintain its vision of moving to limitless possibilities.

DIRECTORATE: BUDGET & TREASURY

ASSISTANT MANAGER: REVENUE & DEBT COLLECTION FIVE (05) YEAR FIXED TERM CONTRACT TOTAL PACKAGE: R 881 120, 01 PER ANNUM

MINIMUM REQUIREMENTS: - Grade 12 • Three (03) year National Diploma/ B degree in Accounting and or equivalent qualification • 3-5 years relevant Experience in Local Government finance • Minimum of 2 years supervisory experience • Extensive Knowledge & understanding of IDP, Budgeting & SDBIP process in municipal context • Understanding of performance management systems (PMS) • CPMD will be an added advantage • Knowledge of Munsoft system will be an added advantage • Strong supervisory, presentation, communication and interpersonal skills • Valid Licence (code 08 minimum) • Good report writing skills.

KEY PERFORMANCE AREAS:- Maintain managerial control, Leadership & smooth running of Revenue & Budge monitoring in line Municipal Budgeting relations • Debt collection implementation of management internal controls • Preparation of interim and annual financial statements • Capacity building & performance management within Revenue unit • Dealing with Audit related matters & develop turnaround strategy for all findings • Prepare relevant monthly reconciliation • Supervise develop & maintain employee's performance • Provide Technical Support to DCFO & CFO on Revenue management issues.

ASSISTANT MANAGER: SUPPLY CHAIN MANAGEMENT FIVE (05) YEAR FIXED TERM CONTRACT TOTAL PACKAGE: R 881 120, 01 PER ANNUM

MINIMUM REQUIREMENTS: - Grade 12 • Three (03) year National Diploma/ B degree in Supply Chain Management and or equivalent qualification • 3-5 years relevant experience in

SCM unit within local government • Minimum of 2 years supervisory experience • CPMD will be an added advantage • Extensive Knowledge & understanding of MFMA SCM regulations • National Treasury regulations contract management framework PPPFA B-BBEE and applicable GRAP standards • Asset management skills • Ability to work under pressure • Strong supervisory, presentation and interpersonal skills • Driving Licence (code 08 minimum) • Good report writing skills.

KEY PERFORMANCE AREAS:- Maintain managerial control, Leadership & smooth running of SCM elements which include demand acquisition, logistics management & disposal management • Responsible for compilation of GRAP compliance asset register • Responsible for stores and fleet management • Provide qualitative SCM and Asset monthly reports • Compile reports to National Treasury CIDB and all relevant reports for compliance purpose • Prepare relevant monthly reconciliation • Develop SCM/Asset/Stores Fleet Management internal controls, policies and procedure manuals • Manage & Provide support to Bid committee ensuring that tender turnaround time is adhered to.

CASHIER

TASK GRADE 06

SALARY SCALE: R 130 843, 00 – R 169 861, 00 PER ANNUM

MINIMUM REQUIREMENTS: - Grade 12 with Accounting • Computer literacy (proof should be attached) • 2-3 years relevant experience in clerical, record keeping administrative or finance • Knowledge and understanding of cash receipting and cash reconciliation • Good report writing skills • 3 year Degree/Diploma in Accounting & knowledge of Munsoft financial system will be an added advantage.

KEY PERFORMANCE AREAS:- Receive payments by cash, cheque & automatic debits • Issue receipts, funds reflecting the amount tendered and confirms recording with customers • Communicating with the customer, attending to specific payment enquires & providing information on tariff services • Tally amount & verify cash totals to receipt issued • Verify cash receipt schedule, reports against cash/ cheque totals to the immediate superior & rectify deviation in recording forwarding for deposits • Capturing overnight cheque deposits details, printing receipts against payments tendered & recording transactional details on the cheque prior to submitting for further processing • Attaching duplicate receipts and deposits slips to schedules & filling in sequence • Answering customer queries & provide information on procedures on policies • Customer care.

DIRECTORATE: CORPORATE SERVICES

ICT OFFICER: NETWORK MANAGEMENT & DESKTOP

TASK GRADE 11

SALARY SCALE: R 266 521, 00 – R 345 957, 00 PER ANNUM

MINIMUM REQUIREMENTS: - Grade 12 • Three 03 year National Diploma/ Degree in Information Communication Technology and or equivalent qualification • valid driving license (code 08 minimum) • 2-3 years' experience in server virtual environment • Problem solving and analytic thinking • Knowledge of Cisco wireless environment will be an added advantage.

KEY PERFORMANCE AREAS:- Hardware/ software installation and system: Communicating with the immediate superior on aspects pertaining to end user computing and/or equipment/ application requirements, Maintain data dictionaries/directories and controlling the distribution and retention of data on various storage devices • End User Support: Receiving & prioritizing

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Management: Providing day-to-day management of the network related contracts, identifying shortfalls & areas for development including the raising and progressing of problems. Provide support for the servers & associated routines, including responsibility for administering backups. Monitor the efficiency of the municipality's network • General Functions: Co-ordinate all municipality cell phone contracts, and distribution to the designed users. Updating asset details of computer equipment and accessories located within the division. Assist in the testing of new operation systems software for interoperating and functionality with existing systems and software.

All applications with Curriculum Vitae, certified copies of educational certificates together with a covering letter should be forwarded to: The Corporate Services Department, Umzimvubu Local Municipality, Private Bag x 9020, MOUNT FRERE (KwaBhaca), 5090 or hand delivered at Erf 813 Main Street, Mount Frere, 5090 or 67 Church Street, Mount Ayliff (EmaXesibeni), 4735



People with disability are encouraged to apply

NB: No faxed CV's or emailed applications will be accepted

Enquiries: Anele Jozela (039) 255 8500/8562.

Closing date: 06 November 2020

Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Umzimvubu Local Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment.



MR. G.P.T. NOTA
MUNICIPAL MANAGER



DATE