

**NOTICE NO: 05/2022/2023**

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Tel: +27 (0)39 254 6000  
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**UMZIMVUBU**  
LOCAL MUNICIPALITY

813 Main Street , Mount Frere  
P/ Bag 9020, Mt Frere , 5090  
Tel: +27 (0)39 255 8500 /166  
Fax: +27 (0) 39 255 0167

**VACANT POSITIONS**

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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**

**EXPENDITURE OFFICER  
TASK GRADE 10**

**SALARY SCALE: R 245 099 – R 318 178 PER ANNUM**

**MINIMUM REQUIREMENTS:** - Grade 12, Degree/three (3) year National Diploma in Accounting Financial Management/ Internal Auditing and or equivalent qualification with Accounting as major subject • A minimum of 2 years' experience within expenditure unit • Computer Literacy • Knowledge of Munsoft financial system and Mscoa will be an added advantage.

**KEY PERFORMANCE AREAS:** - Coordinate and control sequenced associated with verification and provision of information related to Expenditure • Analyse and process transactions referring to information in supporting documents ensuring correct expenditure allocation • Prepare electronic payments sequences • Reconcile creditor's accounts • Reconcile Vat accounts • Clearing of Suspense's account • Assist with preparation of monthly reports • Ensure Proper record keeping of all expenditure documents.

***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 Dabula Street Sophia (New Municipal Offices), KwaBhaca, 5090 or 67 Church Street, Mount Ayliff (EmaXesibeni), 4735***



***People with disability are encouraged to apply***

***NB: No faxed or emailed applications will be accepted***

***Enquiries: Amanda Masentse (039) 255 8500/8562.***

**Closing date: 16 February 2023**

**Time: 16H00**

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*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.*

  
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MR. G.P.T. NOTA  
MUNICIPAL MANAGER

  
\_\_\_\_\_  
DATE

