

LETSEMENG LOCAL MUNICIPALITY



EXTERNAL ADVERTISEMENT VACANCIES

Letsemeng Local Municipality with its head office in Koffiefontein hereby invites suitably qualified candidates to apply for the following vacancies within the Municipality.

MANAGER: BUDGET & REVENUE MANAGEMENT (KOFFIEFONTEIN)

REFERENCE: HRM 104/2012

Remuneration: R292 082 – R328 852 per annum. Other benefits applicable to local authority (i.e. pension/provident fund; medical aid; 13th cheque) will be paid subject to certain condition including car allowance.

Requirements: •B. Degree in Financial Accounting or BTech in Cost and Management Accounting or equivalent (NQF 6) qualification in the field of Accounting or Local Government Finance •Thorough understanding of GRAP standards and legislation applicable to local government •Candidates who have completed articles will have an added advantage •At least 3-5 years' experience in AFS compilation and Revenue Management •Meeting Minimum Competency levels in terms of Gazette 29967 will be an added advantage •Thorough understanding of legislation applicable to local government •Valid Code 08 Driver's License •Computer literacy and understanding of Excel Spread sheets.

Responsibilities: •Manage the revenue; credit control and budget management sections •Support the CFO through the provision of timely and accurate flow of financial and other operational information •Design and maintain internal financial control measures and systems pertaining to revenue management •Performing year-end balancing of the accounting records and compile annual financial statements in line with the applicable standards •Manage the statutory audit process with the Internal Auditor and attend to audit queries raised by the Auditor General •Coordinate and interact with external auditors and make information, supporting documentation and proof of approvals available to guide specific recordings, adjustments and allocations of income and expenditure within the municipality •Providing support with regard to consolidation of income and expenditure transaction information to facilitate the preparation and compilation of annual financial statements •Manage the cash flow and investments of the municipality.

DIVISIONAL HEAD: EXPENDITURE
DEPARTMENT: FINANCE
(KOFFIEFONTEIN)
REFERENCE: HRM: 124/2012

Remuneration: R225 006 – R241 600 per annum. Other benefits applicable to local authority (i.e. pension/provident fund; medical aid; 13th cheque) will be paid subject to certain condition including car allowance.

Requirements: •B. Degree in Commerce or equivalent (NQF 6) qualification in the field of Accounting / Local Government Finance •At least 3-years' experience in asset management field •Meeting Minimum Competency levels in terms of Gazette 29967 will be an added advantage •Thorough understanding of GRAP standards and legislation applicable to local government •Valid Code 08 Driver's License •Computer literacy and understanding of Excel Spread sheets.

KEY PERFORMANCE AREAS: •The Incumbent will be heading the Expenditure Section which deals with expenditure management; creditor payments management and payroll management •Responsible for compilation and maintenance of irregular; fruitless and wasteful expenditure •Responsible for month /year-end procedures on the financial system with regard to expenditure •Assist with the compilation of the annual financial statements

DIVISIONAL HEAD: REVENUE
DEPARTMENT: FINANCE
(KOFFIEFONTEIN)
REFERENCE: HRM:

Remuneration: R225 006 – R241 600 per annum. Other benefits applicable to local authority (i.e. pension/provident fund; medical aid; 13th cheque) will be paid subject to certain condition including car allowance.

Requirements: •B. Degree in Commerce or equivalent (NQF 6) qualification in the field of Accounting / Local Government Finance •At least 3-years' experience in Revenue management field •Meeting Minimum Competency levels in terms of Gazette 29967 will be an added advantage •Thorough understanding of GRAP standards and legislation applicable to local government •Valid Code 08 Driver's License •Computer literacy and understanding of Excel Spread sheets.

KEY PERFORMANCE AREAS: •The Incumbent will be heading the Revenue Section which deals with revenue management; credit control and collecting and processing payments •Providing support with regard to consolidation of income and expenditure transaction information •Responsible for month /year-end procedures on the financial system with regard to revenue •Assist with the compilation of the annual financial statements

ASSET MANAGEMENT PRACTITIONER
DEPARTMENT: FINANCE
(KOFFIEFONTEIN)

REFERENCE: HRM 105/2012

Remuneration: R225 006 – R241 600 per annum. Other benefits applicable to local authority (i.e. pension/provident fund; medical aid; 13th cheque) will be paid subject to certain condition including car allowance.

Requirements: •B. Degree in Commerce or equivalent (NQF 6) qualification in the field of Accounting / Local Government Finance •At least 3-years' experience in asset management field •Meeting Minimum Competency levels in terms of Gazette 29967 will be an added advantage •Thorough understanding of GRAP standards and legislation applicable to local government •Valid Code 08 Driver's License •Computer literacy and understanding of Excel Spread sheets.

Key responsibilities: •Develop, manage and control the asset register and manage assets to ensure the proper identification and safe guarding of assets and to prevent the misuse and loss of assets •Ensure proper calculation of depreciation and revaluation of assets •Approving the transfer of assets from one department to another •Ensure newly acquired assets are properly identified •Ensure that updated information is provided to the insurance broker for yearly review of premiums •Liaise with the SCM Unit regarding disposal of obsolete assets •Perform regular inspections to ensure that all purchased assets are entered in the AR •Do a physical count and inspection of all movable assets on a quarterly basis.

SUPPLY CHAIN MANAGEMENT PRACTITIONER
DEPARTMENT: FINANCE
(KOFFIEFONTEIN)

REFERENCE: HRM 106/2012

Remuneration: R225 006 – R241 600 per annum. Other benefits applicable to local authority (i.e. pension/provident fund; medical aid; 13th cheque) will be paid subject to certain condition including car allowance.

Requirements: •A B. Degree in Commerce or equivalent (NQF 6) qualification •Meeting Minimum Competency levels in terms of Gazette 29967 and formal SCM qualification would be an added advantage •Managerial experience in a centralized stores and provisioning administration (procurement) environment, with specific reference to the Local Authority Government •An in-depth working knowledge of the Preferential Procurement Policy Framework Act, Act 5 of 2000 •Valid Code 08 Driver's License •Computer literacy and understanding of Excel Spread sheets.

Responsibilities: •Responsible for procurement in line with the SCM policy and relevant legislation •Head the Supply Chain Management Unit •Responsible for the overseeing and implementation of procedural guidelines relating to procurement, financial accounting and relevant administration •Maintain the current policies with regard to asset disposal •Manage / handle all administrative tasks pertaining to the bidding process in order to ensure proper SCM processes.

Interested candidates should submit their detailed CV's with contactable references, certified copies of original certificates with a covering letter to: **Letsemeng Local Municipality, Human Resource Section or Post applications to Private Bag x 3; Koffiefontein; 9986**

Only shortlisted candidates will be contacted and if you are not contacted within 30 days after the closing date, please consider your application unsuccessful. Faxed, e-mailed or late applications will not be accepted.

Any enquiries can be directed to **Mr G Sekhobo** during office hours at **053 205 9200**

Closing date: 31 October 2013

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Rev. IE Pooe
Municipal Manager