



uPhongolo MUNICIPALITY

Applications are invited from suitably qualified and experienced candidates to fill the following vacancies:

BUDGET AND TREASURY MANAGER

SALARY SCALE: R418 080.00 all-inclusive package

REQUIREMENTS: ♦ B. Degree or National Diploma in Finance with Accounting as a major subject from the recognised tertiary institution. ♦ Registration with IMFO will be an added advantage. ♦ Minimum of three (3) years municipal hands on experience. ♦ Knowledge of GRAP and Financial Statements. ♦ Be in possession of CPMD/MFMP Certificate. ♦ ABAKUS and Pastel Evolution are prerequisites. ♦ Valid driver's licence.

ESSENTIAL SKILLS, KNOWLEDGE AND COMPETENCES: ♦ Good knowledge and interpretation of key and related Local Government Acts and Regulations (e.g MSA, MFMA, etc). ♦ Good understanding of Local Government Performance Management System. ♦ Sound knowledge of GRAP

DUTIES: ♦ Assist the CFO in the preparation of budget, financial statements and responding to audit queries. ♦ Compile the annual budget with MTREF inputs. ♦ Contribute effectively to the formulation and development of treasury and budget management policies within MFMA and other municipal related guidelines. ♦ Support and implement good governance through monitoring and evaluation. ♦ Guide management pertaining to area of expertise' related risks and advice on management thereof. ♦ Provide guidance on implementation of innovative and cost-effective ways of delivering budget and treasury management services that contributes to the improvement of municipal finance security.

SUPPLY CHAIN MANAGER

SALARY SCALE: R418 080.00 all-inclusive package

REQUIREMENTS: ♦ B. Degree or National Diploma in Finance with Accounting as a major subject from the recognised tertiary institution, registration with IMFO will be an added advantage. ♦ Minimum of three (3) years municipal hands on experience. ♦ Knowledge of GRAP and Financial Statements. ♦ Be in possession of CPMD/MFMP Certificate. ♦ ABAKUS and Pastel Evolution are prerequisites. ♦ Valid driver's licence.

DUTIES: ♦ Co-ordinate the implementation of procedures, systems and control associated with SCM. ♦ Serve and advise to bid committees. ♦ Receive all tender quotes from demand officer. ♦ Compile the lists of all accredited prospective providers. ♦ Ensure specification on quote/tender complies with specifications on requisition/tender advert. ♦ Check requisitions for accuracy and availability of funds. ♦ Prepare evaluation report to adjudication committee. ♦ Overseeing the preparation of data input using personal computer and relevant documents. ♦ Calculate preference points and prepare orders as per SCM Policy. ♦ Liaise with Financial Services for purchases in excess of specified value. ♦ Manage and control the SCM unit. ♦ Prepare and submit reports relating to SCM to the CFO.

RISK MANAGER

SALARY SCALE: R418 080.00 all-inclusive package

REQUIREMENTS: ♦ Appropriate three year tertiary qualification in Internal Auditing / Auditing Accounting / Risk Management field or equivalent qualification. ♦ At least two (2) years supervisory experience and three (3) years experience in internal auditing, risk management and related experience. ♦ Code B driver's licence.

ESSENTIAL SKILLS, KNOWLEDGE AND COMPETENCES: ♦ Knowledge of Municipal legislations, including the MFMA. ♦ Computer literate, good inter-personal skills, ability to communicate at all levels of the Municipality.

DUTIES: ♦ Develop, review and implement the Municipality's Risk Management Strategy. ♦ Ensure risk identification and control implementation are done effectively and give advice to the Risk Management Steering Committee, and management on the risk strategy and control measures to mitigate risks. ♦ Assess and evaluate risks to which the Municipality may be exposed to. ♦ Assist in developing corrective measures for various departments. ♦ Facilitate assessments and development of risk action plans with various departments. ♦ Identify and discuss organisational risk issues, evaluating and making follow-ups on progress made in managing the risks. ♦ Ensure continued compliance and monitoring by management and reporting by the Audit and other compliance functions. ♦ Liaise with the Provincial Treasury, assist in the implementation of Auditor – General and Internal Audit recommendations.

ASSET CONTROLLER

SALARY SCALE: R187 055.04 per annum

REQUIREMENTS: ♦ Applicant must be in possession of a Grade 12 and Degree in Accounting or equivalent NQF level 6 qualification. ♦ Minimum of two to three (2-3) years relevant experience in Asset Management using a Financial Management System. ♦ Computer literate. ♦ Code B driver's licence.

KEY PERFORMANCE AREAS: ♦ Co-ordinate and supply accounting procedures and principles to maintain, update and verify asset information. ♦ Allocate, calculate and reconcile funds. ♦ Estimate specific expenditure for the immediate and medium term. ♦ Check transactional information and conformance to procedural requirements prior to processing credit payment in order to ensure processes are executed in accordance with accounting guidelines and frameworks, deviations are rectified and accurate financial transactional records are maintain to enable and support activities and planning processes. ♦ Provide a financial advisory service and information to departments through the collation, consolidation and analysis of the past performance and future projections with respect to the multi-year capital budget. ♦ Prepare the multi-year employee related budget and monthly bank reconciliations. ♦ Communicate with Provincial and National Treasury on financial reporting.

CLOSING DATE: 30 April 2013 at 12:00

General enquiries can be directed to Mr J.K. Zondo, Human Resource Officer: Corporate Services, Telephone: (034) 4131223 or e-mail: hr@uphongolo.org.za Applications and CVs INCLUDING CERTIFIED COPIES OF ALL QUALIFICATIONS must be directed to: The Municipal Manager – uPhongolo Municipality, P O Box 191, PONGOLA, 3170.

NOTE: Canvassing with Councillors or any members of the Appointment Committee is not permitted and will result in immediate disqualification.

FAXED, Z83 or LATE APPLICATIONS WILL NOT BE CONSIDERED

If no communication has been received from us within 2 months (60 days) of the closing date, please regard your application as being unsuccessful.

The Municipality subscribes to an Affirmative Action Programme, which is non-sexist, non-racist, non-discriminatory and based solely on merit.