



HARRY GWALA DISTRICT MUNICIPALITY

The Harry Gwala District Municipality situated in IXOPO invites applications from innovative and committed individuals for the under mentioned positions.

BUDGET AND TREASURY OFFICE

CHIEF ACCOUNTANT: EXPENDITURE

Salary Grade:(D4) R507 088.96 – R551 380.98 p.a.
(Plus applicable benefits) • Ref No. BT A 5/5/4/2/1

Requirements: • Grade 12/Matric • NQF Level 6/7 in Local Government Finance/Financial Management or Financial related qualification • 3-4 years' experience working in expenditure section at a Supervisory level • A valid motor vehicle driver's licence.

Key performance areas: • Prepare and submit all payroll related statutory returns on a monthly, quarterly or yearly basis and ensuring compliance with all payroll related legislations and policies • Plan and monitor payroll processes, computerized salary systems, specific applications and implementing approved changes and enhancements through consultation • Approve schedule of disbursements to third parties, signing off appropriate reconciliations and authorizing payment vouchers/journals • Work with Human Resources on a regular basis to ensure complete co-ordination of pay, benefits and deductions • Review and verify salaries by using audit reports and correct errors prior to processing payroll to ensure accuracy of payroll • Review payroll activities, processes and systems to maximize efficiency and improve performance • Report to the Director: Expenditure on the status of expenditure trends and recommend corrective measures for over-expenditure • Ensure that all suppliers are paid within 30 days • Review monthly creditors and salaries reconciliations • Perform/Review monthly VAT reconciliations • Scrutinize internal/external audit findings and investigative reports with a view to determine levels of corrective measures required to improve financial procedures • Analyze accounting records/entries of transactional sequences and approve/direct the processing of adjustments through journal entries, reconcile and posting into the general ledger for creditor accounts.

SENIOR FINANCE CLERK: FREE BASICS SERVICES

Salary Grade: (C3) R274 304.89 – R298 386.02 p.a.
(Plus applicable benefits) • Ref No. BT A 5/5/4/2/2

Requirements: • Grade 12/Matric • NQF Level 6 in Financial Management/Local Government or Public Finance or relevant qualification • 2 years' experience in Indigent Support Section • Computer literacy • A valid Motor Vehicle driver's licence.

Key performance areas: • Collect all applications for Free Basic Services (FBS) from respective indigent applicants and package them in terms of the FBS policy • Verify/check all required attachments including affidavits/payslips/copies of IDs • Sift all qualifying and non-qualifying indigent applicants for submission to the Superior with relevant recommendations • Compile related FBS schedules in the required format for filing and provide a summarised list for perusal by the Supervisor • Implement FBS policy as adopted by Council in conjunction with other relevant policies • File all applications/assessment reports/resolutions/copies of delegations using the approved filing system • Provide all necessary information required by the Supervisor on matters relating to indigent consumers • Prepare all documentation for internal audit.

CASHIERS (3 POSTS) (UMZIMKHULU, NDZ AND IXOPO)

Salary Grade: (B2) R151 892.60 – R165 223.20 p.a.
(Plus applicable benefits) • Ref No. BT A 5/5/4/2/3

Requirements: • Grade 12 with accounting in subjects plus one year certificate in Financial Management • 6-12 months experience in income section • Computer literacy.

Key performance areas: • Communicate with the customers and attend to specific payment or sale enquiries and provide information on tariffs for specific services • Calculate balances and explain transactional recordings and penalties applicable • Collect and count payments tendered by verifying total paid against the amount due and/or seek identification, check recording and process non-cash payments • Issue receipts reflecting payment made, change due and the balance through producing a hard copy receipt • Separate denominations and commence with control counting sequences • Tally amounts and verify cash totals to receipts issued • Capture data relating to deposits made against revenue collected • Record transactional details on cheques issued as payments for submission to the Supervisor • Verify cash receipts schedule/reports against cash or cheque totals with the Supervisor.

METER READER: SUPERVISOR

Salary Grade: (B3) R166 035.40– R180 369.44 p.a.
(Plus applicable benefits) • Ref No. BT/M 5/5/4/2/4

Requirements: • Grade 12 (Matric) • NQF level 5 in Business Management • 1 year experience in meter reading • A valid motor vehicle driver's licence.

Key performance areas: • Interact with personnel in checking the status of connections and identify any acts and damages incurred on connections and flow meters • Interact and provide materials to support personnel on cleaning of vehicles, meters and tools • Verify accumulated totals in preparation for consumer accounts for processing • Attend to enquiries from the public regarding the status of account • Check and observe the condition of facilities and report damages.

CORPORATE SERVICES DEPARTMENT

RECEPTIONIST

Salary Grade: (B1) R139 995.38 – R151 749.15 p.a.
(Plus applicable benefits) • Ref No. COP A 5/5/4/2/1

Requirements: • Grade 12/Matric • 6-12 months experience working in administration • Computer literacy.

Key performance areas: • Attend to visitors, establish nature of visit and direct requests to appropriate personnel • Record details of enquiries and/messages in the absence of personnel and forward for attention availability • Communicate routine information to the enquirer referring to the municipal calendar, directory and other sources of information • Control the entry/exit of personnel and visitors from the premises • Type letters or memos on request from the Supervisor • Perform duties over and above those in your job description as delegated by a person with authority.

OFFICE ATTENDANT (UMZIMKHULU SATELLITE)

Salary Grade: (A2) R113 143.02 – R123 033.43 p.a.
(Plus applicable benefits) • Ref No. COP A 5/5/4/2/2

Requirements: • Grade 9/Standard 7 • Experience of 6-12 months and above in Office Cleaning or General Cleaning will be an added advantage.

Key performance areas: • Cleans offices, toilets, parking and other office areas • Responsible for emptying bins • Preparing tea for visitors, senior managers and councillors • Cleaning and preparing boardrooms for meetings • Wash dishes on daily basis • Polish desks and other office furniture • Clean reception and responsible for removing unwanted papers.

WATER SERVICES DEPARTMENT

GENERAL ASSISTANTS (9 POSTS)

Salary Grade: (A2) R113 143.02 – R123 033.43 p.a.
(Plus applicable benefits) • Ref No. WAT A 5/5/4/2/1

Requirements: • Grade 9/Standard 7 • Experience in water services will be an added advantage.

Key performance areas: • Receive instructions/guidance from the Plumber and attends to the preparation of work site (e.g. placing road signage, loading/off-loading equipment, tools, etc.) and/or fastening slings/ropes and guiding/loading material/equipment during the loading/off-loading sequences • Responsible for excavation and backfilling of trenches to defined levels using hand held tools (e.g. spade picks, etc.) • Cleaning and removing blockages, debris and alien vegetation from drainage systems (manholes, pipes, canals, etc) using hand held tools (e.g. cleaning rods, spade, etc.) • Removing and washing off debris from tools and equipment, removing debris/rubble, cleaning work sites.

Enquiries should be directed to: Human Resources Unit, on tel: (039) 834 8756/5504/8752/. No faxed or e-mailed applications will be accepted.

Applications must be submitted with a signed Application Form which can be found on our website www.harrygwalmunicipality.gov.za accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications, Identity document and driver's licence must be addressed to the Municipal Manager for Attention: Miss N Lungwengwe Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276, or can be hand delivered at 40 main street, IXOPO, 3276, to reach us no later than 15h00, 04 September 2020.

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: Canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

NB: Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

MRS A.N. DLAMINI: MUNICIPAL MANAGER