



HARRY GWALA DISTRICT MUNICIPALITY

BUDGET AND TREASURY OFFICE

ACCOUNTANT: EXPENDITURE

- Salary Grade: (T12) R430 196.89 – R558 408.35 p.a. (Plus applicable benefits) • Ref No: BT O 5/5/4/2/1

Job requirements: • A Grade 12 Matric • A National Diploma (NQF Level 6) qualification in Financial Management/Accounting/ or relevant qualifications • 2 - 4 years' experience in the finance management field • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's license.

Key performance areas: • Analyse and approve expenditure recording processes referring to information detailed in supporting documentation and resolving deviations from procedures • Provide support with regards to the consolidation of Expenditure transactional information to facilitate the production of Financial Statements • Prepare statistical reports depicting short to medium term expenditure trends inclusive of explanations to support specific deviations • Interact with the internal/external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Expenditure Accounts • Analyse and verify transactional recordings, expenditure reports and summaries and, process or approve adjustments to entries with due consideration given to settlement discounts, cash flow requirements and payment terms.

ADMINISTRATOR (CREDITORS)

- Salary Grade: (T9) R274 139.98 – R355 840.36 p.a. (Plus applicable benefits) • Ref No: BT O 5/5/4/2/2

Job requirements: • Grade 12/Matric • National Diploma (NQF Level 6) in Financial Management/Accounting/Public Finance or relevant qualification • 1 - 3 years' experience in the finance management field • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's license.

Key performance areas: • Review and scrutinize supporting documents submitted by staff regarding creditors' reconciliation • Obtain explanations from creditors clerk for unusual or long outstanding items reflected in the reconciliation • Authorize and verify the accuracy by signing the reconciliation schedule • Create a supplier record on system and ensure supplier name and vat registration number is correct • Capture relevant documentation pertaining to supplier applications on the system • Prepare debit notes and process on the system to delete outstanding GRN • Maintain the supporting documents that are filed in accordance with approved business process for the section by Creditor's clerks.

ADMINISTRATOR BIDS (SUPPLY CHAIN MANAGEMENT)

- Salary Grade: (T9) R274 139.98 – R355 840.36 p.a. (Plus applicable benefits) • Ref No: BT O 5/5/4/2/3

Job requirements: • A Grade 12/ Matric • A National Diploma (NQF Level 6) in Financial Management/Supply Chain Management or relevant qualification • 1 – 2 years' experience in Supply Chain • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's license.

Key performance areas: • Ensures the compliant, efficient execution of the tendering process • Provide the secretariat for Bid Committees (Specification, Evaluation, and Adjudication) by preparing agendas, setting up meetings, compiling evaluation packs • Manage vendor databases, process Requests for Quotations (RFQs), and handle tender documentation tracking, filing, and reporting • Maintain secure, audit-ready physical and digital filing systems for all bids, contracts, and purchase • Each financial year, participate in the formulation and implementation of the Municipality procurement plan, ensure that the Municipality publishes an SCM Plan (Procurement Plan) setting out all contracts to be procured within the financial year • Provide input into the drafting of tender notices/quotations and/or formulation of contracts in respect of procuring and appointing vendors/service providers for the delivery of specific services (building and facilities maintenance, office equipment support, etc.) and ensuring compliance with applicable treasury guidelines, GCC, CIDB and JBCC.

SENIOR CLERK (SUPPLY CHAIN MANAGEMENT)

- Salary Grade: (T6) R178 884.06 – R232 218.81 p.a. (Plus applicable benefits) • Ref No: BT O 5/5/4/2/4

Job requirements: • A Grade 12/Matric • A National Diploma (NQF Level 6) qualification in Supply Chain Management, Financial Management/Accounting/or relevant qualification • 1 – 2 years' experience in the supply chain management • Computer literacy in Microsoft Software packages.

Key performance areas: • Check products and confirm/acknowledge details recorded on transactional documentation correspond with receipts • Communicate/interact with personnel across various Departments in respect of specific requirements and priorities • Receive and verify information recorded on requisition forms (vote numbers, specifications, etc), process information onto the system and allocating order numbers • Communicate with the Accountant: Demand Supply Chain on the status of specific orders and or possible steps necessary to avoid stock depletion based on supplier delivery lead times • Identify products, materials, against requisitions/works orders • Process of orders and ensuring compliance with legislative requirements.

WATER SERVICES DEPARTMENT

ARTISAN PLUMBER (KOKSTAD SATELLITE)

- Salary Grade: (T10) R308 656.09 – R400 637.87 p.a. (Plus applicable benefits) • Ref No: WT O 5/5/4/2/1

Job requirements: • A Grade 9/Standard 7 • Trade Test Certificate • 2 – 3 years' experience in Plumbing • A valid motor vehicle drivers' license • Assertiveness, coaching skills, communication (verbal) skills, community liaison skills, conflict handling skills, decision making skills, leadership skills, people orientation, problem solving skills, supervisory skills and writing skills.

Key performance areas: • Responsible for water in cases of a pipe burst and to repair pipe bursts in emergency situations • Responsible for installation of water meters • Co-responsible for the maintenance works on the reticulation system and for the restoration of the area afterwards • Co-responsible for regular inspections and problem-solving at water network areas where artisans are working to determine the quality of work and to render a service to the satisfaction of the public • Supervise the excavation of water lines and other network line construction • Responsible for the supervision of staff under his/her control and monitoring the performance of employees • Ensure adherence to the provisions of the Occupational Health and Safety Act in the work environment • Ensure understanding of and adherence to the Conditions of Service • Responsible for own safety as well as that of all subordinates.

SENIOR PROCESS CONTROLLER • RE-ADVERT • (FRANKLIN)

- Salary Grade: (T8) R243 479.38 – R316 061.15 p.a. (Plus applicable benefits) • Ref No: WT O 5/5/4/2/2

Job requirements: • A Grade 12/Matric with Physical Science and Mathematics as subjects • NQF Level 4 qualification in Water Wate Water treatment or relevant qualification • At least 3 years' experience in water purification • A National Diploma in Water Care or equivalent will serve as an advantage • DWS Class IV registration or eligible to register as an advantage • A valid motor vehicle drivers' license.

Key performance areas: • Undertake preventative maintenance on plant equipment as per the prescribed maintenance programme • Perform manual operations and process interventions as per the prescribed operating procedures • Accurate record-keeping of plant interventions and activities for future reference, including log sheets, incident and shift reports adhere to safety procedures and guidelines (Occupational Health & Safety Act) • Strive to minimize the consumption of chemicals and electricity • Undertake the required water analysis • Compile and issue relevant reports • Adjust the parameters of the plant in order to achieve the required water quality and quantity • Coordinate, control and monitor all operational activities on the plant within a shift period • Verify water quality compliance by collecting water samples throughout the purification process, analysing the sample for different parameters using lab instruments, and reporting results to the Superintendent • Observe water quality in tanks regularly • Report deviation of water samples to Superintendent • Be able to act as Process Controller in the absence of Process Controller • Carry out specific tasks & instructions as directed by the Superintendent.

Please note: Applicants who previously applied for the Senior Process Controller position must submit a new application, as their previous applications **WILL NOT** be considered.

PROCESS CONTROLLER (2 POSTS) (DR NDZ SATELLITE)

- Salary Grade: (T7) R216 245.92 – R280 718.85 p.a. (Plus applicable benefits) • Ref No: WT O 5/5/4/2/3

Job requirements: • A Grade 12/Matric with Physical Science and Mathematics as subjects • NQF Level 3 qualification in Water and Waste Water treatment or relevant qualification • Candidate must be eligible to register as Class II or III Process Controller with the Department of Water and Sanitation • At least one year work experience in the field of water/wastewater treatment/purification • Computer literacy in Microsoft Software packages • A valid motor vehicle drivers' license.

Key performance areas: • Coordinate, control and monitor all operational activities on the plant within a shift period. Collect samples and complete analyses in the site laboratory as per the prescribed monitoring programme • Ensure raw water flow into the system is correct • Ensure proper chemical dosing as per dosing rate • Monitor floc formation and report any deviation to the senior process controller • Operate water and wastewater treatment plants to ensure effective dosing • Adjust the parameters of the plant in order to achieve the required water quality and quantity • Check and receive bulk chemical deliveries meant for area • Collect samples and complete analyses in the site laboratory as per prescribed monitoring programme • Report defects daily to Senior Process Controller and follow up on defects • Good housekeeping and safety in the workplace • Good understanding of plant operation and dosing principles.

WATER SERVICES DEPARTMENT

TRUCK DRIVER (JPP)

- Salary Grade: (T7) R216 245.92 – R280 718.85 p.a. (Plus applicable benefits) • Ref No: WT O 5/5/4/2/4

Job requirements: • An NQF Level 1 or Grade 9 • A valid (unendorsed) Code EC driver's license with PrDP • 1 – 2 years' relevant experience.

Key performance areas: • Responsible for performing tasks/activities associated with using heavy vehicles to/from sites • Receive instructions and/or details of tasks and resources from the immediate superior • Inspect safety devices, controls, lubricant levels, etc. on vehicles and verbally reports or records defects • Observe and/or participate in the loading/offloading sequences, checking material and consumable against work orders, condition of tools/equipment and/or any deviations from safety procedures • Transport personnel, material, tools and equipment to/from work sites prior to and on completion of activities • Use specialized heavy vehicles (tanker) to, collect, transport water from residential areas to works plant, communicating requirements to support personnel and/or residents to establish access points, checking hose connections and activating petrol operated pumps and/or valves to activate collection and discharging sequences • Correct specific deviations from requirements, through demonstration or explanation to support personnel and or communication with the immediate superior and seeking direction on serious/urgent or complex issues impacting continuity.

DRIVER (TRUCK & TLB) (JPP)

- Salary Grade: (T6) R178 884.06 – R232 218.81 p.a. (Plus applicable benefits) • Ref No: WT O 5/5/4/2/5

Job requirements: • An NQF Level 1 or Grade 9 • A valid (unendorsed) Code EC driver's license with PrDP • Certificate of Competency in the operation of TLB • 6 - 12 months' in TLB operation.

Key performance areas: • Receive instructions and/or details of tasks/requirements from the immediate superior • Inspect safety devices, controls, lubricant levels, etc. on the truck & TLB and verbally reports defects to the immediate superior • Wash and clean the truck & TLB, remove debris using pressurized hose and specific cleaning material and/or attend to the basic removal/replacement of defective parts (tyres, etc.) • Drive the truck and operate the TLB in an effective and safe way to prevent accidents • Execute work that is only allocated and adhere to traffic rules and regulations • Communicate with the Supervisor on site and confirm requirements/specifications and required levels • Drive and maneuver TLB and engage controls to operate mechanisms to enable digging, demolition, loading and leveling and/or landscaping sequences.

GENERAL WORKERS (3 POSTS) (DR NDZ X2 & KOKSTAD SATELLITE X 1)

- Salary Grade: (T3) R138 508.77 – R159 666.42 p.a. (Plus applicable benefits) • Ref No: WT O 5/5/4/2/6

Job requirements: • A Grade 9/Standard 7 • 6 – 12 months' experience in gardening services.

Key performance areas: • Cut/trim lawns and edges using hand held machines (brush cutters, lawnmowers) and/or tools (shears) for the clearing overgrown shrubs • Receive instructions/guidance from the Supervisor and attends to the preparation of work site (e.g. placing road signage, loading/off-loading equipment, tools, cleaning treatment plants, etc) and/or fastening slings/ropes and guiding/holding 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) • Clean and remove blockage, debris and alien vegetation from drainage systems (manholes, pipes, canals, etc) using hand held tools (e.g. cleaning rods, spade, etc) • Responsible for preparing requisite quantities of materials (e.g. concrete, mortar, etc) and proceeds with mixing sequences • Clean equipment (brush-cutters, lawnmowers) using specific cleaning aides (brush) and replacing nylon cutting lines and/or checking/replenishing fuel to equipment.

CORPORATE SERVICES DEPARTMENT

GENERAL WORKER

- Salary Grade: (T3) R138 508.77 – R159 666.42 p.a. (Plus applicable benefits) • Ref No: COP O 5/5/4/2/1

Job requirements: • A Grade 9/Standard 7 • Experience of 6 – 12 month's and above in Office Cleaning or General Cleaning will be an added advantage.

Key performance areas: • Clean offices, boardrooms, toilets, hallways, windows, parking and other office areas • Responsible for emptying bins • Vacuum carpeted areas and furniture • Prepare tea for visitors, senior managers and councillors • Wash dishes on a daily basis • Polish desks and other office furniture • Clean reception and responsible for removing unwanted papers • Keep track of cleaning schedule.

Enquiries should be directed to Human Resources Unit, on tel: (039) 834 8700. **No faxed applications will be accepted.**

Applications must be submitted with a signed Application Form which can be found on our website www.harrygwalm.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity document and driver's license must be addressed to the **Municipal Manager for Attention: Mrs T.T Thiyane-Magaqa, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276, or can be hand delivered/courier to 40 Main Street, IXOPO, 3276, or emailed to recruitment@harrygwalm.gov.za to reach us no later than 15H00, 30 October 2026.**

NB: When applications are being submitted via email address provided, applicants are requested to insert the post title on the subject line.

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

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

Personal information will be processed in accordance with the POPIA and use only for the purposes of recruitment processes.

MR G.M. SINEKE: MUNICIPAL MANAGER