



HARRY GWALA DISTRICT MUNICIPALITY

INFRASTRUCTURE SERVICES

CHIEF TECHNICIAN: PROJECT MANAGEMENT UNIT

- Salary Grade: R415 144.56 - R538 856.40 p.a. (T13) (plus applicable benefits)
- REF NO: INF S 5/5/4/2/1

Job requirements: • A Grade 12/Matric • A National Diploma (NQF Level 6) in Civil Engineering or relevant qualification • Project Management Certificate will be an added advantage • Three (3) years' of experience in Civil Engineering and Project Management or relevant field • Be computer literate in MS. Office (Word, Excel, etc.), MIG-MIS • A valid driver's licence.

Skills required: • Patience • Meticulousness • Capable in prioritizing • Good problem solving • Communication and influencing skills, especially when requiring colleagues to hand over records or to use systems correctly.

Key performance areas: • Provide guidance to the members of the component on Project Management issues • Monitor the implementation of projects within Harry Gwala District Municipality • Resolve conflicts and address poor performance, measured against agreed specifications • Manage all MIG and other given projects through monitoring deadlines/projects stages expenditure levels and deliverables against the projects business plans including quality requirements • Compile reports on non-expenditure; delays and over-expenditure at required intervals with recommendations where necessary • Monitor financial performance against agreed terms and conditions through ongoing interaction with Director Project Management Unit • Implement procedures to administer expenditure and for various stages against the set expenditure targets • Participate in various meetings (internal and external forums) and provide comments/opinions on matters • Assist Project Management Unit Director in compiling compliance grant reporting e.g. Regional Bulk Infrastructure Grant, Municipal Infrastructure Grant and Water Service Infrastructure Grant for Head of Department: Infrastructure Services • Respond to community queries and other stakeholder queries.

BUDGET AND TREASURY OFFICE

ACCOUNTANT: BUDGET AND REPORTING

- Salary Grade: R368 723.04 - R478 613.40 p.a. (T12) (plus applicable benefits)
- REF NO: BT S 5/5/4/2/1

Job requirements: • A Grade 12/Matric • A Degree (NQF Level 7) or National Diploma (NQF Level 6) in Accounting, Financial Management/Public Finance or relevant qualification • Three (3) years' experience in the relevant field. Experience with working with Solar/E-Venus Financial System will be an added advantage • Computer literacy-specific accounting software packages • A valid Code B driver's licence.

Key performance areas: • Interpret audited financial results with a view to investigating and prepare detailed comments and/or formulate and implement broad based solutions to achieve acceptable levels or financial performance and financial control • Manage and ensure that the budget measured against the vote is strictly controlled • Prepare the annual budget • Prepare the adjustment budget • Ensure that the timelines as set out in the MFMA are adhered to for preparation and approval of annual budget and the adjustment budget and provide budget document for public participation • Compile comprehensive financial reports, provide the necessary reasoning, legislative statements and/or apply researched outcomes to support the approval of the Operating and Capital budgets for the Municipality • Evaluate performance outcomes reports based on statistical methodologies and formulate and seek approval on the implementation of financially viable solutions.

ACCOUNTANT: ASSET MANAGEMENT

- Salary Grade: R368 723.04 - R478 614.40 p.a. (T12) (plus applicable benefits)
- REF NO: BT S 5/5/4/2/2

Job requirements: • A Grade 12/Matric • A Degree (NQF Level 7) or National Diploma (NQF Level 6) in Accounting, Financial Management/Public Finance or relevant qualification • Three (3) years' experience in the relevant field • Computer literacy-specific accounting software packages • A valid Code B driver's licence.

Key performance areas: • Monitor control measures in respect of the application of relevant instructions with regards to institutional control on assets • Analyse and format data on assets in order to update the asset register • Compile and maintain the implementation of approved budgets, analyse and correct/approve deviations of incidental costs • Process monthly and year end capital project reports including capital under construction reports, and necessary adjustments for asset management • Apply the Asset Management Policy, and ensure adequate internal control systems and procedures are implemented • Verify that the Asset Register is properly and accurately compiled and reconciled to the General Ledger in terms of good accounting practices i.e. GRAP and all applicable legislation • Maintain the asset register in respect of all Council owned assets movable/immovable assets • Liaise with management on relevant issues and queries concerning assets • Monitor, process and identify all unauthorized expenditure in the budget, reconcile asset register with the general ledger and finalize year end procedures as per finance for asset management.

ADMINISTRATOR:

(IXOPO AND DR NDZ, UMZIMKHULU)

- Salary Grade: R234 966.24 - R304 991.76 p.a (T9) (plus applicable benefits)
- REF NO: BT S 5/5/4/2/3

Job requirements: • A Grade 12/Matric • A three (3) year qualification (NQF Level 6) in Accounting/Financial Management or relevant qualification • 1 - 2 years' experience in the income section • Knowledge of SOLAR System will be an added advantage • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Maintain accurate and up to date customer details and account records • Identify and recover overdue accounts • Manage unreferenced direct deposits • Has a regular consumer contact by phone, fax, and e-mail • Handle queries and resolve problems within Municipality guidelines and policy • Anticipate developments and identify accounts that will require special attention • Handle disputed accounts and negotiates to bring payment into line with terms • Collect debt owed to the Municipality and ensure that all receipts are recorded and balance to the financial system • Undertake complex reconciliations, and compile for legal action • Check payments levels and force Credit Control policies and by laws • Responsible for general administration in credit control sub section • Assist with updating and implementing all Council policies relating to income section.

Enquiries should be directed to: The Human Resources Unit, on tel: (039) 834 8756/5504/8752/.

No faxed 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: 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 e-mailed to: recruitment@harrygwalmunicipality.gov.za to reach us no later than 15h00, 11 October 2024.**

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 an immediate disqualification. The 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.

MR G.M. SINEKE: MUNICIPAL MANAGER