



uMfolozi Municipality

# VACANCIES

**APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED APPLICANTS FOR THE FOLLOWING POSITIONS WHICH EXIST WITHIN THE uMFOLOZI MUNICIPALITY.**

## **ACCOUNTANT: REVENUE PERMANENT POSITION**

**REMUNERATION: R223 002.84 P/A plus Travelling Allowance (Excl Benefits)**

**Subject to a Job Evaluation**

**MINIMUM REQUIREMENTS:** B Com in Financial Accounting or equivalent • Certificate Programme in Municipal Finance and Supply Chain Management or enrolment towards achieving the certificate will be an added advantage • Code B Driving Licence • 2-4 years' work experience.

**RESPONSIBILITIES:** Manage and control the key performance areas associated with the recording, balancing, and reconciliation and reporting of income through the application of accounting procedures • Monitoring and executing specific interventions to maintain compliance • Preparation of financial reports to support key management decisions • Guiding personnel with the interpretation and processing of specific accounting information • Ensuring compliance with the relevant accounting standards as prescribed by the accounting Standard Board.

## **ACCOUNTANT: ASSET PERMANENT POSITION**

**REMUNERATION: R223 002.84 P/A plus Travelling Allowance (Excl Benefits)**

**Subject to a Job Evaluation**

**MINIMUM REQUIREMENTS:** Matric • B Com in Financial Accounting • 2-4 years work experience. • Certificate Programme in Municipal Finance and Supply Chain Management or enrolment towards the certificate will be an added advantage • Code B Driving License.

**RESPONSIBILITIES:** Co-ordinating administrative processes relating to the Asset Management • Applying guidelines relating to the implementation of the systems and procedures • Updating, verifying and reporting the assets acquisition, control and disposal applications and making available activity related information to support query/enquiries and clarify processes in order to ensure financial or supply chain regulations and procedures are complied with and accurate records are maintained • Updating the asset register on a monthly basis • Ensuring compliance with the relevant accounting standards as prescribed by the Accounting Standard Board.

## **ACCOUNTANT: BUDGETING, REPORTING AND ANNUAL FINANCIAL STATEMENTS PERMANENT POSITION**

**REMUNERATION: R223 002.84 P/A plus Travelling Allowance (Excl Benefits)**

**Subject to a Job Evaluation**

**MINIMUM REQUIREMENTS:** Matric • B Com Financial or Management Accounting • Certificate Programme in Municipal Finance and Supply Chain Management or enrolment towards achieving the certificate will be an added advantage • Computer Literacy • Code B Driving License • 2-4 years accounting experience.

**RESPONSIBILITIES:** Provides a financial information advisory service to departments and guides interpretation on budget performance through the collation, consolidation and analysis of past performance and future projections with respect to income and expenditure and the budget preparation process • Monitoring financial accounting procedural applications and informing on specific adjustments necessary to normalise accounts • Providing guidelines on the principles and approaches necessary to collate, maintain and consolidate information • Preparing financial reports with comments outlining the need for corrective measures or actions in accordance with laid down financial policies, procedures and regulations contained in Acts • Ensuring compliance with the relevant accounting standards as prescribed by the Accounting Standard Board.

## **INTERNS X3 POSITIONS AVAILABLE**

Successful interns will be expected to enter into a 12 months employment contract. Interns will each receive a monthly stipend of R3000.00.

### **THE INTERNSHIP WILL BE BASED IN THE FOLLOWING FIELDS/AREAS:**

#### **1. FLEET MANAGEMENT**

**MINIMUM REQUIREMENTS:** Degree/Diploma in Commerce/Administration/Financial Management or equivalent.

#### **2. COMMUNITY SERVICES**

**MINIMUM REQUIREMENTS:** National Diploma/Degree in Administration/Community Development Studies or equivalent.

#### **3. PUBLIC PARTICIPATION**

**MINIMUM REQUIREMENTS:** National Diploma/Degree in Administration/Community Development Studies or equivalent.

**CLOSING DATE:** Applications consisting of a Comprehensive CV in English and completed application form, certified ID copy and certified copies of certificates should be addressed to: The Municipal Manager, PO Box 96, Kwa-Mbonambi, 3915 on or before the 22<sup>nd</sup> of February 2016. Please note: Applications per fax transmission will not be accepted. Application forms are obtainable at uMfolozi Municipal website: [www.umfolozi.gov.za](http://www.umfolozi.gov.za). Failure to attach the required documentation will lead to your application being disqualified.

**ENQUIRIES:** Enquiries may be directed to the Human Resources Section, Ms BN Dlamini at (035) 580-1421.

The Municipality subscribes to an Affirmative Action Programme, which is non-racist, non-sexist, non-discriminatory and based on merit. Should you not hear from the municipality within 60 days of the closing date of the advert, please consider your application as being unsuccessful.

Mr KE GAMEDE  
MUNICIPAL MANAGER