



UMZUMBE MUNICIPALITY UMASIPALA WASEMZUMBE



DIRECTORATE: FINANCE DEPARTMENT

Asset Controller: permanent position,

Post level 4 R253 869.85 – R280 360.17 plus 13th cheque, medical aid optional and fringe benefits

KEY REQUIREMENTS

- Valid grade 12 certificate. • B Com Degree or 3 year National Diploma and must have majors in financial accounting. • Completed municipal finance internship at municipality or completed articles at an accounting/auditing firm. • 2 to 3 years' experience in assets management is essential.
- Must have thorough knowledge in Pastel Evolution, Excel and Word. • Must also have thorough knowledge and application of the MFMA and GRAP. • Computer Literacy • 1 to 2 years Local Government experience is essential. • Ability to work under pressure and meet deadlines. • Valid Driver's License.

The successful candidate will be responsible for:

- Manages and controls specific accounting procedures associated with asset acquisition and disposal. • Monitoring the status of records associated with the assets of the Municipality, applying internal control procedures to check, verify, update and maintain acquisition, valuation and location details.
- Using specific formulae's and factors to determine/calculate depreciation for inclusion into financial reports. • Preparing motivation for write-off and/or sale through auction or other prescribed means of disposal of assets exceeding the allowable life cycle and, coordinating the outcomes and accounting sequences thereof. • Ensuring the Municipality asset registers are up to date and the valuation and depreciation recording complies with audit and statutory financial provisions. • Tracking and monitoring the movement of assets. • Analyzing accounting records/entries of transactional sequences and processing of adjustments through journal entries. • Capturing of day to day transactions in the general ledger system. • Assist in the preparation of GRAP compliant financial statements. • Assist in liaising with the Auditor General. • Preparation of assets expenditure reports.
- Assist on any ad hoc assignments within the finance department.

The incumbent will be expected to work after normal working hours when necessary and will be reporting directly to the Manager Asset and Expenditure.

DIRECTORATE: TECHNICAL SERVICES DEPARTMENT

Manager: Project Management Unit

Salary R593 794.08 All inclusive, 3 years Contract

The successful candidate will be reporting directly to the Director Technical Services

KEY REQUIREMENTS:

- Grade 12 certificate plus National Diploma • A Bachelor's Degree or B Tech in Civil Engineering, Construction Management from a recognized institution, coupled with at least three (3) years' experience in Project Management environment preferable in Local Government. • Computer literacy.
- A valid driver's license. • Previous experience in managing Municipal Infrastructure Grant (MIG) will be an added advantage. • Ability to work on your own initiative and under pressure. • Must have strong management and leadership skills. • Ability to communicate in both IsiZulu and English.
- Be in a position to register with ECSA in terms of Engineering Profession Act of South Act 1990 (Act 46 of 2000), proper understanding of governments social development programmes and their application in local government.

KEY ATTRIBUTES

- To facilitate the implementation of business plans for MIG programmes. • To manage and monitor performance of all consultants and contracts for MIG projects. • Ensure compliance with Ugu District Municipality PMU section, Provincial and National MIG units or any other government departments where necessary. • To be responsible for socio-economic impact assessments detailing how the MIG programmes has impacted on the communities and municipalities in terms of skills development, community participation and municipal partnerships. • Managing the formulation of specific contracts and tender documents and control contractual obligations. • Directing and controlling outcomes associated with utilization of productivity and performance of personnel within the PMU section. • To perform any other duties assigned by the Director Technical Services.

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

Building Control Officer R253 869.85 – R280 360.17 post level 04 pa plus 13th cheques, medical aid optional, Cellphone Allowance, R120 000.00 p.a car allowance and other fringe benefits. Successful candidate will report directly to the IDP Manager

KEY REQUIREMENTS

- Grade 12 certificate plus National Diploma or B Tech degree in Building Science, Architectural Technology, Civil Engineering, building or equivalent from recognized Tertiary Institution. • Relevant 2-3 years' experience in the building field preferable in Local Government Environment • Computer Literacy. • Valid driver's license. • Ability to scrutinize housing plans.

The successful candidate will be responsible for:

- Drafting programs for approval by the Housing Manager. • Performing relevant administration functions such as building control and conduct site visits. • Assist with development, planning (strategic, spatial and land use planning). • Advocating Council for effective policies, programs and necessary budget to facilitate housing delivery. • Perform inspections and write reports on malpractice and structures constructed without approved building plans. • Serve notices on defiance of regulations or illegal activities. • Attending meetings to provide advice on housing issues. • Developing evaluation criteria and methodology. • Forwarding recommendations to management for auctioning. • Convening and facilitating meetings, workshops, presentations and seminars and provide secretariat functions. • Initiate partnerships with NGOs and training agencies to assist in capacity building programs. • Developing capacity building programs for housing and related fields. • Provides guidance and advice on the interpretation and application of building Regulations and Building Standards with a view of providing a professional building control services. • Co-ordinate tasks or activities associated with the implementation of procedures and , monitors compliance with standards and specifications with regards to complex new building forms, additions and renovations to existing structures • Checks and verifies design details and construction specifications detailed on building plans if they conforms with regulations. • Performs specific administration tasks or activities associated with the consolidating of information and reporting activity related outcomes. • Completing investigative reports, recording details of findings from inspections and observation and forward to management for perusal and guidance on unresolved or pending outcomes. • Perusing through the submitted building plans and identifying deviations in specification, estimation and positioning of proposed construction on site taking into account access to services, elevations etc. and referring to specific building codes. • Analysing design and structural details to determine applicability and conformity to specification. • Assessing the building plans and forwarding to relevant departments for further comments and processing. • Maintaining and controlling the filing system for approved and outstanding building plans using laid down procedures to facilitate access and retrieval.

Sub Accountant: Payments

**Basic Salary R 224 313.18 –R247 683.92 pa, pension fund, 13th cheque and medical aid optional
Post levels 5**

QUALIFICATIONS:

- Matric (grade 12) • BCom Degree NQF Level 7 or three years National Diploma NQF Level 6 in Financial Accounting, Public Finance in Accounting or equivalent. Must have majors in accounting.

KEY REQUIREMENTS:

- Three years in a related position. • Must have working knowledge and experience in Pastel Evolution, MSCOA and Excel. • Must also have working knowledge and application of the MFMA and GRAP. • Structured thinker and meticulous worker. • Ability to work under pressure. • 1 to 2 years local government experience.

RESPONSIBILITIES:

- Preparation of monthly creditor's reconciliations. • Liaising with service providers and resolving queries on daily basis. • Compiling of all supporting documents for payments to be made. • Filing and maintenance of all supporting documents/payment vouchers. • Assist in capturing of day to day transactions in the general ledger systems • Assist in recording and maintenance of assets • Assist in the preparation of GRAP compliant financial statements. • Assist in liaising with the Auditor General. • Assist in preparation of expenditure reports. • Assist in analyzing accounting records/entries of transactional sequences (salary, allowances, etc) and processing of adjustments through journal entries. • Assist on any ad hoc assignments within the finance department.

Manager Disaster Management

R287 422.00- R297 650.67 p.a Car allowances of R150000, cellphone allowance plus 13th cheques and other fringe benefits

Qualified candidate will be reporting directly to the Director Social and Community Services.

KEY REQUIREMENTS

- B Degree/ National Diploma in Social Science from a recognized Tertiary Institution. • Disaster Management Certificate. • A minimum of 3-4 years relevant experience in Disaster Management preferable in the Local Government Environment. • Computer literacy.
- Unendorsed driver's license. • A sound knowledge of Local Government-related legislation, regulations and policies.

KEY RESPONSIBILITIES

- Be responsible for managing the Disaster Management and Fire Fighting Sections. • Manages procedural applications, interventions and activities related to Disaster Management. • Managing administrative reporting priorities and communication requirements. • Conducting of needs and risk analysis to enable accurate determination of the vulnerability and/or preparedness of local areas to disaster. • Managing and controlling the provision of relief, recovery and habilitation sequences. • Ensure that local area is capacitated to attend, control and reduce its risk and vulnerability to disaster. • Ability to communicate in both English and IsiZulu.

Application letter with a comprehensive CV, certified copies of Identity Book and qualifications should be forwarded to: **The Attention Human Resources Manager, Umzumbé Municipality PO Box 561 Hibberdene 4220 or can be hand delivered to Mathulini MPCC, Sipofu Road Umthwalume 4186. All enquiries to be channeled to the Human Resources Manager (039 940 5444).**

Short-listed candidates will be required to produce their original documents for verification or confirmation of documents. Correspondence will only be sent to successful Candidates only.

Applicants must note that further screening will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on the screenings, which include security vetting, reference checks, contacting current or previous employer, validity of the qualifications and verification for any dismissal previously for a misconduct or poor performance. Applicants not contacted after 3 months must consider their applications unsuccessful.

STANDARD MUNICIPAL FRINGE BENEFITS ARE APPLICABLE:

Umzumbé Municipality is an equal opportunity employer and appointment will be made in terms of the Council's Employment Equity Plan and Council's condition of service. Canvassing for these positions will lead to disqualification of applications. The Municipality reserves the rights not make an appointment

Disabled persons are encouraged to apply

CLOSING DATE: 29 SEPTEMBER 2017

NC Mgijima

Municipal Manager

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