

EPHRAIM MOGALE

LOCAL MUNICIPALITY

☎ 111
MARBLE HALL
0450
☎ 013-261 8400
☎ 013-261 2985



Leeuwfontein Office (013) 266 7025
Elandskraal Office (013) 268 0006
Zamenkomst Office (013) 973 9160
Traffic Section (013) 261 8400

ADVERTISEMENT NOTICE

Ephraim Mogale Local Municipality invites applications for the under-mentioned positions.

Ephraim Mogale Local Municipality is committed to employment practices as enshrined in the Employment Equity Act.55 of 1998.

DEPARTMENT: BUDGET AND TREASURY
POST: ONE
JOB TITLE: MANAGER SUPPLY CHAIN MANAGEMENT
REPORTING TO: DIRECTOR BUDGET AND TREASURY (CFO).
REMUNERATION: R 311 913.42 P/A

Requirements: National Diploma Public Finance Management and Administration or Equivalent with four years' experience of which at least one year must be at middle management level, Computer Literacy, Ability to handle confidential information, Good Communication Skills; A valid Driver's license; MFMP/CPMD Certificate of competency as per MFMA will be an added advantage.

Duties / Tasks.

- Manages the key performance areas and result indicators associated with the provision of and effective Supply Chain Management service to core delivery functions by amending ,adjusting and reviewing policies and procedures against departmental ,statutory and audit guidelines in ensuring effective and efficient administration in the Municipality. Directs and controls outcomes associated with utilization, productivity and performance of personnel within the Supply Chain Management division.
- Manages the implementation of financial controls, evaluating and presenting reports to the Director Budget and Treasury detailing the Division's performance. Monitoring and implementing corrective measures to rectify the deviations acts contrary to financial regulations.
- Reporting on Supply Chain Management to National Treasury and other relevant bodies on monthly basis,
- Preparing items for different bid committees.
- Maintain and update the Council fixed register

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DEPARTMENT: BUDGET AND TREASURY
POST: ONE
JOB TITLE: MANAGER BUDGET AND FINANCIAL REPORTING
REPORTING TO: DIRECTOR BUDGET AND TREASURY (CFO).
REMUNERATION: R 311 913.42 P/A

- **Requirements:** National Diploma Public Finance Management and Administration or Equivalent with four years' experience of which at least one year must be at middle management level, Computer Literacy, Ability to handle confidential information, manage, plan and organize, Good Communication Skills; A valid Driver's license; MFMP/CPMD Certificate of competency as per MFMA will be an added advantage. Knowledge on Munsoft and Caseware systems will be an added advantage; Experience in Compilation of Financial Statements and Budget. Knowledge of MFMA and DORA

Duties / Tasks.

- Manage the budget and reporting section. Prepare and monitor the implementation of the budget. Manages the process on compilation of Annual Financial Statements in terms of Chapter 12 of the MFMA. Compile credible monthly, quarterly, mid-year and annual reports and GRAP compliant Financial Statements. Perform monthly audit readiness by coordinating monthly the preparation of the audit file. Coordinate and facilitate all internal control procedures associated with the compilation of Annual Financial Statements. Ensure that all ledger accounts are reconciled. Assist with the compilation and monitoring of the audit action plan. Report on relevant matters. Perform bank reconciliation. Assist in the compilation of SDBIP.

DEPARTMENT: BUDGET AND TREASURY
POST: ONE
JOB TITLE: ACCOUNTANT: BUDGET CONTROL
REPORTING TO: MANAGER BUDGET AND FINANCIAL REPORTING
REMUNERATION: R 213 419.35 P/A

Requirements

- National Diploma in financial management or equivalent (NQF level 5)
- Computer literacy
- Ability to communicate with various stakeholders to determine budget requirements.
- Ability to work independently and under pressure
- Knowledge of MFMA and DORA
- Knowledge of budgeting and reporting requirements
- Ability to manage, plan and organize.

Duties/Tasks

- Assist in compilation of the budget.
- Co-ordinate the budget process
- Assist with the monthly bank reconciliation
- Compile reports to various stakeholders.
- Monitor Council spending as per the approved Council budget.
- Maintain and update Grants and Investment Registers
- Administer insurance claims



- Adherence to Council policies and procedures.
- Co-ordinate and control tasks/activities associated with controlling personnel performance, productivity and discipline.

DEPARTMENT: BUDGET AND TREASURY
POST: ONE
JOB TITLE: ACQUISITION & DISPOSAL OFFICER
REPORTING TO: MANAGER SUPPLY CHAIN MANAGEMENT
REMUNERATION: R 180 774.54 P/A

Requirements:

3 year Diploma in Supply Chain Management or financial management; Computer Literacy; Able to deal with confidential information.

Duties/Tasks

Advertising of tenders and invitations for quotations to ensure equal chance to all parties in delivering goods.
 Placement of advertisement in national papers, notice boards and web of tools.
 Give official tender forms and specification to possible suppliers.
 Compile supply chain reports.
 Removal of tenders in public tender box under supervision of another official.
 Write tenders received in tender register.

DEPARTMENT: BUDGET AND TREASURY
POSITION : ONE (01)
JOB TITTLE : SECRETARY
REPORTING TO: DIRECTOR BUDGET AND TREASURY (CFO)
REMUNERATION: R88 747.26 P/A

REQUIREMENTS:

Grade 12
 Secretarial /Office Administration Diploma or Equivalent
 Computer literacy (MS Word and Excel)
 Good communication Skills
 Good interpersonal Skills
 Telephone Etiquette
 2 years' experience.

DUTIES/TASK.

- Scheduling and updating of appointments for the Chief Financial Officer
- Arranging for travel and accommodation;

- Arranging and scheduling meetings with internal and external departments;
- Attending to filing of documents;
- Arranging for travel and accommodation;
- Receiving and communicating with guests;
- Handling complaints from the members of the Public;
- Answering of telephone calls, taking and conveying messages.

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME.

Applications are hereby invited from suitably qualified persons to fill the following vacancy. Appointment to this position will be based on a **24 Months Contract for Municipal Finance Management Internship Programme.**

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME (MFMIIP) x 2

DEPARTMENT: BUDGET AND TREASURY

REMUNERATION: R 100 000.00 P/A.

MINIMUM QUALIFICATIONS: • B com degree or Diploma in Accounting, Majoring in Accounting • High level of computer literacy • Ability to communicate effectively, willingness to rotate within budget and Treasury divisions •.

RESPONSIBILITIES/DUTIES: • Prepare the annual budget in line with the integrated development plan and coordinate all budget inputs from Management and captures in financial management system • Prepare monthly, quarterly and annual reports to organs of state and Council, and comply with all legislative requirements • Process expenditure claim and ensures that transactions are completed accurately in accordance with laid down accounting procedures and practices • Reconcile all credit accounts and claims • perform ad hoc duties provided by mentorship coordinator.

DEPARTMENT:
POSITION :
JOB TITLE :
REPORTING TO:
REMUNERATION:

INFRASTRUCTURE
ONE (01)
SECRETARY
DIRECTOR INFRASTRUCTURE
R88 747.26 P/A

REQUIREMENTS:

Grade 12
 Secretarial /Office Administration Diploma or Equivalent
 Computer literacy (MS Word and Excel)
 Good communication Skills
 Good interpersonal Skills
 Telephone Etiquette
 2 years' experience.

DUTIES/TASK.

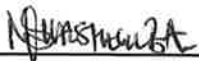
- Scheduling and updating of appointments for the Director Infrastructure
 - Arranging for travel and accommodation;
 - Arranging and scheduling meetings with internal and external departments;
 - Attending to filing of documents;
 - Arranging for travel and accommodation;
 - Receiving and communicating with guests;
 - Handling complaints from the members of the Public;
 - Answering of telephone calls, taking and conveying messages.

Please forward your completed application form accompanied by Curriculum Vitae, certified copies of qualifications and required documents to the Acting Municipal Manager, Ephraim Mogale Local Municipality, P.O. Box 111, MARBLE HALL, 0450. **Faxed and e-mailed applications will not be accepted. Application forms may be obtained from any municipal office or from Ephraim Mogale local municipality website.** More information can be obtained from the Human Resource division at (013) 261-8400 / (013) 261-8425 / (013) 2618431 during office hours.

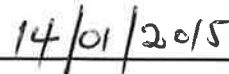
NB: Fraudulent qualifications or documentation will immediately disqualify any applicant. A candidate who canvasses any Councilor or Municipal Officials for preference will immediately be disqualified from the selection process or from appointment. Ephraim Mogale Local Municipality reserves the right to fill or not to fill these positions.

Closing date: 30 January 2015.

Should applicants not be notified of the outcome of their application within three (3) months after the closing date, they should regard their application as unsuccessful, as there will be no further correspondence.



N.S. MASHAMBA
ACTING MUNICIPAL MANAGER



DATE

