



EPHRAIM MOGALE LOCAL MUNICIPALITY

VACANCIES

Ephraim Mogale Local Municipality invites suitably qualified applicants to apply for the under-mentioned positions. Ephraim Mogale Local Municipality is committed to employment practices as enshrined in the Employment Equity Act 55. of 1998.

Reports: Manager-Financial Management and Reporting **Accountant-Bank and Investment Management**

Salary: R174 764.68 per annum | Task Grade: 12 | 12 Months Contract

JOB QUALIFICATIONS: • Three (3) year Bcom degree or National Diploma in a financial field
• Minimum two years' experience in a municipal environment • Experience in bank Reconciliation will be an added advantage • Computer Skills (Excel).

JOB SPECIFICATIONS: • Perform monthly bank reconciliations • Perform duties related to the investment of excess funds • Ensure that unmatched items on the bank reconciliation report are cleared monthly.

Reports to: Accountant Revenue **Credit Control Officer**

Salary: R87 859.70 per annum | Task Grade: 7 | 12 Months Contract

JOB QUALIFICATIONS: • Three (3) year qualification in a financial field • Experience in credit control or revenue management • Computer Skills.

JOB SPECIFICATIONS: • Follow up on all outstanding accounts by communicating with customers
• Process payment extension requests • Participate in all credit control processes as provided by the credit control and debt collection policy • Perform any other revenue related duties that may be assigned by the superior at any given time.

Accountant: Asset Management

Salary: R174 764.68 per annum | Task Grade: 12 | 12 Months Contract

JOB QUALIFICATIONS: • Three (3) year Bcom Degree or equivalent qualification • At least two years' compulsory experience in Asset Management • Working knowledge of GRAP • Computer skills (excel)

JOB SPECIFICATIONS: • Monthly updating and reconciliation of the asset register to the general ledger
• Perform quarterly asset verifications to ensure completeness of the asset register • Ensure compliance with the requirements of GRAP on assets • Review and provide inputs on any asset related policies of the municipality.

Reports to: Supply Chain Manager **Supply Chain Management Practitioner x 2**

Salary: 87 859.70 per annum | Task Grade: 7 | 12 Months Contract

JOB QUALIFICATIONS: • Three year Degree or Diploma in financial Management • At least one (1) year working experience in Supply Chain Management or Logistics in a Municipality • Strong reporting and Communication • Computer Skills.

JOB SPECIFICATIONS: • Conduct sourcing services via tender/bid • Processing and sourcing of quotes through database of suppliers • Administration support to bid committees • Compile a database of suppliers.

Please forward your application with covering letter accompanied by CV and certified copies of qualifications and driver's license to the Municipal Manager, Ephraim Mogale Local Municipality, P.O. Box 111, MARBLE HALL, 0450. Faxed and e-mailed applications will not be accepted and no application forms will be issued. More information can be obtained from the Municipal Manager at Tel: (013) 261 8400 during office hours.

NB: Fraudulent qualifications or documentation, including driver's licence, will immediately disqualify any applicant. A candidate who canvasses any Councillor 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 the positions.

CLOSING DATE: 09 February 2012

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.

MR. S.R. MONAKEDI - MUNICIPAL MANAGER