



UMHLALABUYALINGANA MUNICIPALITY

Postal: Private Bag X901, Kwa-Ngwanase, 3973
Tel: +27 35 592 0665 • +27 35 592 0680
Fax: + 27 35 567 0672

PERMANENT-POSITIONS

Budget & Reporting Manager **Task Grade: T 15 plus Benefits**

Requirements:

*B. Degree/ ND in Financial Accounting or equivalent qualification *2 Years Management experience in Budgeting *Computer Literacy (MS Office software application) *Valid Code B or EB driver's license. Understanding of Budgetary processes *Knowledge of the MFMA and Treasury regulations *Financial management skills *People management skills *Ability to make independent decisions *Very high levels of accuracy are required and extensive analytical skills *Problem solving skills & Planning Skills *Report Writing Skills *Presentation Skills.

Responsibilities:

*Preparation of Budget, monitor & control the budget, commitments, cash flows & expenditure *Prepare monthly, quarterly, Mid-Year and Annual Management Reports in accordance with the prescribed legislation *Ensure that Budget complies with Treasury regulations *Supervise Budget Officer and Payroll Officer.

Risk and Compliance Manager **Task Grade: T15 plus Benefits**

Requirements:

*Grade 12 Senior Certificate plus Degree/ ND in Accounting or equivalent qualification /Auditing/Risk Management/ Internal Control *Experience in Municipal environment will be an added advantage *Exposure & experience must not be less than 2 Years *Demonstrated exposure in Risk management in any public or private entity *Demonstrated exposure in Governance issues particularly Internal Audit and Audit committee/s *Demonstrated experience in compliance monitoring *Demonstrated understanding of Local Government Legislature Framework

Key Performance Areas

*The incumbent must undertake to: Generate/ develop and monitor the Risk Management Framework *Generate/ develop and monitor the compliance plan *Generate/ develop and maintain the Risk Register *Co-ordinate, monitor and evaluate the implementation of Risk assessment action plan *Co-ordinate Risk and overall governance meetings *Co-ordinate and monitor the effectiveness of council's governance structures *Report to Audit Committee and Management on a quarterly basis.

Payroll Officer **Task Grade 14 plus Benefits**

Requirements:

*B. Degree/ ND in Financial Accounting or equivalent Qualification *2 years' experience in Finance (Payroll Section) and qualification in Payroll systems (VIP and Pastel) *Knowledge of Payroll systems (Understanding of Payroll systems) *Local Government experience will be an added advantage *Computer literacy (MS Excel, Power Point & Internet) *Ability to handle confidentiality matters *Computer Literacy (MS Office software application) *Valid Code B or EB driver's license *Communications Skills.

Responsibilities:

*Payroll Management and administration *Supervision of Payroll Clerk *Information verification and processing *Review Information system update *Submit monthly returns to relevant parties

IT Assistant **Task Grade 10 plus Benefits**

Requirements:

*D-Information Technology *1 year experience in IT environment *Ability to work extended hours *Communications Skills

Responsibilities:

**Wireless Installation *Connect and set up hardware *Monitoring of security of all Technology *Input and maintain IP status*

Driver

Requirements:

Std 8 Qualification Valid Driving License Code 10 manual and or automatic transmission with 2 yrs experience. No criminal record.

Responsibilities:

*The incumbent will be driving municipal vehicles light and heavy duties for the purpose of serving the council *the responsibilities will include amongst others the following: Delivering municipal agendas to all councillors *Driving municipal Fleet and other duties as requested by the Municipal Council *Successful candidates may be subjected to competency test.*

*Application letter accompanied by a comprehensive CV and certified copies of all qualifications and Identity Document should be addressed to: The Municipal Manager, Umhlabuyalingana Local Municipality, Private Bag X 901, Kwa-Ngwanase, 3973. Applicants not contacted by Municipality within two weeks after the closing of the advertisement must consider their applications as unsuccessful. Late applications will not be considered. **Enquiries: Mr. T.S. Mkhabela @ 035-592 0680 closing date: 18 March 2016.***

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- MISSION : "Creating an enabling environment and sustainable development which promotes quality of life."
 - VISION : To be a people centered premier socio-economic development and Environmentally Friendly Service Delivery Municipality