



## MUNICIPALITY

Postal: Private Bag X901, Kwa-Ngwanase, 3973

Tel: +27 35 592 0665 • +27 35 592 0680

Fax: + 27 35 592 0672

### **Bid Committees Clerk**

#### **Grade 8**

**Requirements:** Matric (grade 12) or equivalent Qualification\* 1 year relevant experience\* Applicants must be computer literate in MS Excel, PowerPoint and MS Access. \*Previous experience in Local Government will be an added advantage\* Be fluent in English and IsiZulu \* Ability to work under pressure

**Duties and Responsibilities:** filling of Bid records \* Sourcing of Quotations from service Providers \* provide secretariat in bid committee meetings\* Coordinate and control procedures in respect of procurement \* Developing drafts of tender notices\* Ensure compliance with Council's Supply chain Management Policy, SCM regulations , Treasury Regulations and other applicable legislations.

### **Creditors Clerk**

#### **Grade 8**

**Requirements:** Matric (Grade 12) or equivalent qualification \* 1 year relevant experience \* Applicants must be computer literate in MS Excel, PowerPoint and MS Access. \*Previous experience in Local Government will be an added advantage\* Be fluent in English and IsiZulu \* Ability to work under pressure

**Duties and Responsibilities:** Capturing of creditors invoices to financial system\*Ensure invoice correctness of all creditors invoices \* Attend to creditors enquiries \*Do the monthly creditors reconciliation \*Ensure that creditors are paid within 30 days\* Ensure proper filling in vouchers after payment has been done\* Accurate record keeping \*Assist expenditure accountant in all reconciliation related to creditors and expenditure Management \* ensure adherence to MFMA and other legislations.

### **Payroll Clerk:**

#### **Grade 8**

#### **Requirements:**

Certificate in VIP Payroll \*At least one year experience in VIP Payroll \*Local Government experience will be an added advantage \*Computer literacy (MS Excel, Power Point & Internet \*Ability to handle confidentiality matters

#### **Duties:**

\*Payroll administration \*General accounting applications \*Information verification and processing \*Information system update \*Liaise with third parties \*Submit monthly returns to relevant parties

### **Financial Intern**

#### **2 Year Programme**

**R 100 000.00 PA**

Applicants should be in possession of a recently obtained 3 year Financial Management Degree / Diploma and Accounting as a major.

A training programme is currently being developed which will be expose the successful applicant to all facets of Financial Services, i.e. income expenditure and Management of accounts and some involvement with the Financial responsibilities attached to these services.

In addition the training programme will provide assistance in various functional areas within the financial department of the Municipality.

Application letter, certified copies of highest qualifications together with a comprehensive CV, should be addressed to the Municipal Manager, Umhlabuyalingana Local Municipality. Private Bag X 901. Kwa-Ngwanase-3973. Late applications will not be considered and no faxes will be considered. Applicants contacted by the municipality within one month after the closing date must consider their applications as unsuccessful. **Closing date: 08 October 2014. Enquires Miss. L. Sithole/Mrs. M.E.Masuku @ 035-5920 680 during office hours.**

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**S.E. Bukhosini**  
**Municipal Manager**

- 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