



Local Municipality • Mmasepala wa seLehae • Plaaslike Munisipaliteit

# **MALUTI-A-PHOFUNG MUNICIPALITY**

## **NOTICE NO. 34/2012**

Applications are hereby invited from qualified competent individuals for appointment in the above-mentioned vacancies.

### **DIRECTOR: SPORTS, ARTS AND CULTURE**

#### **QUALIFICATION REQUIREMENTS:**

Relevant Degree or equivalent plus at least 5 years relevant experience. Postgraduate qualifications will be an added advantage.

#### **KEY RESPONSIBILITIES:**

- Manage, revise and implement policies, procedure and by-laws.
- Oversee and manage smooth running of activities in the Directorate and cross boarder integration of service.
- Facilitate the planning and control of functions of budget in the Directorate.
- Liaise with the community, government departments and other stakeholders for purpose of sports, arts and culture projects.
- Development of Sporting codes and Sports facilities.
- Development of Arts and Culture activities
- Promote the development of local arts and craft products
- Promote and market local crafts and arts programmes

#### **SALARY:**

Negotiable

## **POSITION: CHIEF TOWN PLANNER**

### **REQUIREMENTS:**

- Relevant B Degree in Town and Regional Planning or equivalent.
- Relevant working experience in the Town Planning Environment.
- Must be registered at the SACTRP.
- Must have a valid driver's licence.
- Must be computer literate.
- Relevant experience in Local Government and Land Use Management procedures will be an added advantage.

### **KEY FUNCTIONS:**

- To evaluate and report to relevant structures i.r.o. Land Use Management applications such as zoning and spatial planning issues.
- To assist in policy compilation i.r.o. Land Use Management and Spatial Planning.
- To provide inputs on approval of site development and building plans.
- Execute and evaluate Town Planning duties for the Municipality, future planning, advice to the public, interpreting and execution of by-laws.
- Implementation of laws pertaining to town planning practice.
- Compile the departmental budget annually, along with the operational plan to provide a framework for service delivery.
- Liase with the different state departments on land transfer.
- Advise the council in matters that involve town planning specifically and land in general.
- Supervise Land Use Management through the application of the Town Planning Scheme.
- Supervise the provision of residential, business and other erven to the public through township establishment.
- Supervise the handling of town planning applications for the municipality, such the subdivision, rezoning or consolidation.
- Advice other directorates within the municipality on town planning issues.

### **Salary**

Post level 1 of a grade 9 Municipality

# **MANAGER: HUMAN RESOURCES SERVICES**

## **REQUIREMENTS**

- ❖ B. Industrial Psychology or relevant Human Resource Diploma.
- ❖ Good Communication and Negotiation skills.
- ❖ Able to negotiate / advise all Directorate.
- ❖ Knowledgeable about Skills Development and Employment Equity Programme.
- ❖ At least 3 years Human Resource experience.

## **CORE FUNCTIONS**

- ❖ Management and supervision of Personnel Section.
- ❖ Manage the Employment Equity Plan of Council .
- ❖ Manage the recruitment of personnel in the Council.
- ❖ Represent Council in various committees workshop and forum.
- ❖ Manage the Labour Relations Division of Council.
- ❖ Manage the Training activities of the municipality.
- ❖ Manage the employment wellness programmes of Council
- ❖ Write items, reports and minutes to various committees of Council.
- ❖ Manages the leave administration of the municipality.
- ❖ Manages the pension fund, medical schemes and the benefits of employees.
- ❖ Create and implement the Human Resource Strategy of Council.
- ❖ Execute resolutions of Council.
- ❖ Formulate Human Resource policies for Council.
- ❖ Manages the Organizational Development Programme of Council.
- ❖ Responsible for the management of the human resources function within the Municipality consisting of the following duties.
- ❖ Provide recruitment support services to directorates through advertisements, Interview sessions, recommendations for appointments to Municipal Manager and ensuing of letters of appointments in order to staff the directorates.
- ❖ Co-ordinate recruitment for directorates (Municipal Infrastructure, Public Safety, Executive Services and Local Economic Development and Tourism and Tourism) to ensure staffing through advertisement and interviews.
- ❖ Supervise skills Development Facilitator to ensure implementation of the skills development plan through meetings and reports.
- ❖ Co-ordinate compilation and implementation of Employment Equity Plan to ensure compliance with the Act through meeting consultations and outsourcing.
- ❖ Develops & recommends Human resources related policies to ensure sound labour relations through submission to relevant committees.
- ❖ Implement Human Resources related decisions of Council, Mayoral Committee (Mayco) / Portfolio Committee and Local Labour Forum (LLF) through letters, memorandums, instructions and consultations to effect decisions made.
- ❖ Verifies the update of leave and payroll through checking of leave record and payroll inputs ensure quality work and compliance.
- ❖ Submissions of Human Resources items to Council and LLF to secure agreements to be embarked upon regarding special request from employees and attending to matters below the authority of the Bargaining Council.
- ❖ Co-ordinate the submission of the employer items to the LLF through item submissions and giving labour related perspective on items to facilitate bargaining with labour.

- ❖ Supervised Human Resources Practitioner, LLF Administrative Officer, Employee Assistance Programme Officer to oversee the rendering of human resources services, LLF administration and employee assistant programme to employee.
- ❖ Responsible for the development, maintenance and implementation of all human resources policies and procedures.

### **Salary**

Post level 1 of a Grade 9 Municipality

## **MANAGER LEGAL SERVICES**

### **REQUIREMENTS**

1. LLB Degree or appropriate tertiary or equivalent qualifications.
2. Extensive managerial experience.
3. The ability to communicate and negotiate with all relevant role-players.
4. 3 years relevant experience.
5. Valid Code 8 driver's licence.

### **CORE FUNCTIONS**

- Provide and manage the provision of legal advice and assistance to the Municipality and more specifically in relation to by-laws and litigation, including labour law and drafting and contract management.
- Manage the process of compilation and promulgation of new and amendments of existing By-laws.
- Manage the process establishment, implementation, updating and circulation of the Municipal code containing all promulgated by-laws of the Municipality.
- Manage litigation process for criminal or civil cases in which the Municipality, Councillors or officials may become involved in their official capacity to ensure that the Municipality's interests are properly protected.
- Manage the process of legal drafting of contracts and all other legal documents necessary for the day to day running of the administration to ensure that the Municipality's interests are properly protected.
- Manage the process of contract management of all contracts to ensure compliance with contractual obligations and time frames and thereby protecting the municipality's interests.
- Plans and manages the budget of the Legal Division.
- Liaise with Executive Mayor, Municipal Manager and Directors on various legal matters.
- Investigate and drafting of Council by-laws policies.

### **SALARY**

Post level 1 of grade 9 municipality

# **SENIOR SUPPLY CHAIN PRACTITIONER**

## **CORE FUNCTIONS**

1. Develop guidelines for determining excessive use or abuse of resources (telephone, council vehicles etc.) and distribute to all concerned persons.
2. Approve short term deductions for amounts owed to the municipality by employees or those in favour of the employee.
3. Review reports of excessive use as would be provided by account clerks for telephone and institute
4. Corrective measures.
5. Review completeness of payroll before payment authorization.
6. Oversee and ensure that the supply chain management section complies to the established policies on supply chain management.
7. Ensure that all payments are made timeously within the framework of the policies applicable and prior or on due date.
8. Ensure that all expenditure and supply chain reports are submitted timely to the relevant persons and reviewed appropriately.
9. On approval by the relevant authority, serve and advise in the municipality bid committee.
10. To monitor the implementation of the supply chain management policy and any authorised and lawful amendments thereto.
11. Authorize all payments as one of the cheque signatories and inspect that all payments to be made are valid expenses incurred for the bona fide business purpose of the municipality and in line with the supply chain management policy and any approved statute.
12. Develop guidelines for acceptable documentation supporting claims of expenditure and obligation. e.g. Supplier Tax Invoice. Communicate to junior personnel on the acceptability of invoices.
13. Establish and continuously review service level contracts of all service providers for the supply chain management and expenditure management division.
14. Review creditor's reconciliations (remittances) as prepared by the accountant Expenditure.
15. Apply stationery controls with regard to documents that have potential of creating a fictitious obligation for the municipality e.g. Payment Order for special project salaries and Internal Payment requisition and cheque book.
16. Deliver the special projects bank payment order.
17. Communicate the period in which the bank payment order shall be accepted as binding on the bank to make money available to valid claimants
18. Authorize expenses in excess of the pre-set levels, only if sufficient and appropriate justification exist which is bona fide business activity of Maluti-A-Phofung and may not have been foreseen at the time the advance was made.
19. Update authorized deductions on the persons earnings, only on receipt of written confirmation for such deduction.
20. Develop, communicate and continuously review the applicability of the developed guidelines on what constitutes a valid deduction instruction on employee salaries.
21. Review amendments in the financial variables in the payroll system and assess the implications of such changes on the budget line items.
22. Alternate with the Senior Manager Financial Management in the review of registers of unclaimed honoraria, cheques and undelivered expense vouchers and related suspense accounts.

23. Approve all amendments into Database.
24. Bid admin effectively managed in terms of SCM policy.
25. Overseeing activities within the stores division.
26. Developing plans for stock counts.
27. Review and approve all additions into the supplier database.
28. Ensure that bid administration is managed in accordance to supply chain management policy.
29. Review and authorize planning and operations within stores and develop inventory count plan.

<b>Minimum Formal Education Requirement</b>	<b>Minimum Experience</b>	<b>Minimum non formal education Requirements</b>	<b>Other Attributes</b>
<ul style="list-style-type: none"> <li>• Bachelors degree in finance or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• 3 years relevant experience in middle/ senior management level.</li> <li>• Extensive knowledge of the relevant statutes.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literacy</li> <li>• Ability to develop and work with other persons.</li> <li>• Ability to undertake non-systematic decision independently.</li> <li>• Ability to manage undesirable behaviour and dispute management.</li> <li>• Above average report writing ability.</li> </ul>	<ul style="list-style-type: none"> <li>• Reasonable communications skills.</li> <li>• Ability to analyze reports.</li> </ul>

## **POST LEVEL 3 OF GRADE 9**

# **SENIOR MANAGER SUPPLY CHAIN AND EXPENDITURE [1]**

## **PRIMARY FUNCTIONS**

1. Develop guidelines for determining excessive use or abuse of resources (telephone, council vehicles etc) and distribute to all concerned persons.
2. Approve short term deductions for amounts owed to the municipality by employees or those in favour of the employee.
3. Review reports of excessive use as would be provided by account clerks for telephone and institute corrective measures.
4. Review completeness of payroll before payment authorization.
5. Oversee and ensure that the supply chain management section complies to the established policies on supply chain management.
6. Ensure that all payments are made timeously within the framework of the policies applicable and prior or on due date.
7. Ensure that all expenditure and supply chain reports are submitted timely to the relevant persons and reviewed appropriately.

8. On approval by the relevant authority, serve and advise in the municipality bid committee.
9. To monitor the implementation of the supply chain management policy and any authorised and lawful amendments thereto.
10. Authorize all payments as one of the cheque signatories and inspect that all payments to be made are valid expenses incurred for the bona fide business purpose of the municipality and in line with the supply chain management policy and any approved statute
11. Develop guidelines for acceptable documentation supporting claims of expenditure and obligation. e.g. Supplier Tax Invoice. Communicate to junior personnel on the acceptability of invoices.
12. Establish and continuously review service level contracts of all service providers for the supply chain management and expenditure management division.
13. Review creditor's reconciliations (remittances) as prepared by the accountant Expenditure.
14. Apply stationery controls with regard to documents that have potential of creating a fictitious obligation for the municipality e.g. Payment Order for special project salaries and Internal Payment requisition and cheque book.
15. Deliver the special projects bank payment order.
16. Communicate the period in which the bank payment order shall be accepted as binding on the bank to make money available to valid claimants
17. Authorize expenses in excess of the pre-set levels, only if sufficient and appropriate justification exist which is bona fide business activity of Maluti-A-Phofung and may not have been foreseen at the time the advance was made.
18. Update authorized deductions on the persons earnings, only on receipt of written confirmation for such deduction.
19. Develop, communicate and continuously review the applicability of the developed guidelines on what constitutes a valid deduction instruction on employee salaries.
20. Review amendments in the financial variables in the payroll system and assess the implications of such changes on the budget line items.
21. Alternate with the Senior Manager Financial Management in the review of registers of unclaimed honoraria, cheques and undelivered expense vouchers and related suspense accounts.
21. Approve all amendments into Database.
22. Bid admin effectively managed in terms of SCM policy.
23. Overseeing activities within the stores division.
24. Developing plans for stock counts.
25. Review and approve all additions into the supplier database.
26. Ensure that bid administration is managed in accordance to supply chain management policy.
27. Review and authorize planning and operations within stores and develop inventory count plan.

<b>Minimum Formal Education Requirement</b>	<b>Minimum Experience</b>	<b>Minimum non formal education Requirements</b>	<b>Other Attributes</b>
<ul style="list-style-type: none"> <li>• Bachelors degree in finance or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• 3 years relevant experience in middle/ senior management level.</li> <li>• Extensive knowledge of the relevant statutes.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literacy</li> <li>• Ability to develop and work with other persons.</li> <li>• Ability to undertake non systematic decision independently.</li> <li>• Ability to manage undesirable behaviour and dispute management.</li> <li>• Above average report writing ability.</li> </ul>	<ul style="list-style-type: none"> <li>• Reasonable communications skills.</li> <li>• Ability to analyze reports.</li> </ul>

## **POST LEVEL 1 OF GRADE 9**

## **SENIOR INTERNAL AUDITORS X2**

**KEY PERFORMANCE AREAS:** Develop and monitor the execution of the annual audit plan, Review internal audit reports and working papers, Perform internal audit engagements, Monitor and supervise the execution of engagements by internal auditors, ensure the timely completion of internal audit engagements, discuss the audit findings with the relevant management. Represent Internal Audit at Management and Audit committee meetings and with external stakeholders, Market the internal audit service throughout the Municipality

**REQUIREMENTS:** Diploma/degree or equivalent qualification in commerce, economic science in internal auditing.

**Skills requirements:** 3-5 years' experience in the field of internal audit, Knowledge of and ability to identify and rate risks and identify and assess controls, Knowledge of and ability to apply different audit techniques in order to compile and execute the audit programme, sound administrative skills, ability to organize, computer literacy, ability to work under pressure, sound interpersonal skills

The Council offers a very competitive remuneration package and scope for advancement

**Salary Package: Post level 3 of grade 9 municipality**

## **INTERNAL AUDIT X6**

**KEY PERFORMANCE AREAS:** Review and appraise soundness, adequacy and the application of the accounting systems, financial and operating controls. Ascertain the extend of compliance with established policies, procedures and applicable laws and regulations. Perform Internal Audit engagements, Conduct follow-ups on reported findings, Prepare and update audit permanent files, Draft audit reports and working papers, Recommend the necessary improvements in the internal control system

**REQUIREMENTS:** Diploma/degree or equivalent qualification in commerce, economic science or internal audit.

**SKILLS REQUIREMENTS:** 1-3 years' internal audit experience, planning skills, technical and professional excellence, relationship building, analytical skills, Computer literacy, time management skills, tactfulness, the ability to work in a team, the ability to liase at all levels Knowledge and experience in conducting internal audit assignments

**Salary Package: Post level 6 of grade 9 municipality**



## **SUPPLY CHAIN PRACTITIONERS X2**

Applications are hereby invited from internal candidates for appointment in the abovementioned vacancy in the Directorate Finance & Treasury

### **REQUIREMENTS:**

- National Diploma or equivalent qualifications
- Candidate studying towards the above mentioned qualifications who are in the final year of their studies.
- 3-5 years experience in procurement and supply chain management.
- Ability to communicate effectively at all levels and liaise with different organisations/stakeholders.

### **KNOWLEDGEMENT**

- Manage the Procurement process in terms of the Supply Chain management Legislation.
- Institute internal controls in terms of the MFMA compliance.

### **RESPONSIBILITIES**

- Monitor and manages stores, tendering and ordering divisions
- Prepare stores reports for Manager supply chain management on monthly basis
- Respond to procurement division audit queries
- Responsible for planning the stock count
- Preparing stock count report for the recommendation by Manager supply chain management
- Review the reports of ordering and tendering activities on monthly basis
- Arrange meetings with other stakeholders to address compliancy issues
- Monitor and manage procurement as per supply chain management policy
- Evaluate potential suppliers to be added onto the database of approval by Manager supply chain management
- Attend and advice bid adjudication committee with the MFMA Compliancy
- Communicate with international adviser and National Treasury for clarity
- Placing advertisement for potential suppliers to added onto the database
- Scrutinise completeness / accuracy of invoices before payments
- Effective implementation of supply chain management

### **SALARY**

Post level 4 of grade 9 Municipality

## POSITION: ACCOUNTANT: EXPENDITURE (1)

### Primary Functions

1. Inspect that all internal payment requisition have proper documentation including proper reference to invoice and relevant procurement committee (body) resolution, and that these have been approved by the relevant authority.
2. For every internal payment requisition, assess the status of the available funds within the budgeted amount and where the available balance on the budget is insufficient notify Supply Chain and Expenditure Management or/and user department
3. Capture invoices on the financial system, thus increase creditor and expense/asset accounts
4. Ensure that all internal payment requisition and related invoices are forwarded to the Accountant expenditure for remittance purposes.
5. Investigate, with due diligence and care, payments made to suppliers but not shown on the supplier statements.
6. Investigate long outstanding invoices and invoices which remain unpaid for a period exceeding 30 days.
7. Review the investigation of bank rejections and their resubmission for **sufficient and appropriate evidence of valid claims and beneficiaries.**
8. On a test basis, inspect that all internal payment requisition have proper documentation including proper reference to invoice and relevant procurement committee (body) resolution.

Minimum Formal Education Requirement	Minimum Experience	Minimum non formal education Requirements	Other Attributes
<ul style="list-style-type: none"> <li>• National Certificate or Diploma in finance</li> </ul>	Relevant experience/ knowledge in local government finance.	Computer literacy Ability to develop and work with other persons.	Reasonable communications skills. Ability to analyze reports.

### Post level 5 of grade 9

## CASHIER X2

### PRIMARY FUNCTIONS

1. Receive cash, promissory notes and any such legal tender, in good faith and in the bona fide business operation of the Maluti-A-Phofung Municipality
2. To ascertain, within reasonable means, that the amount of such legal tender received is allocated to the correct account as per the intention of the customer/client.
3. To provide the customer with a valid receipt, in the original format, for every payment made by the customer/client and ensure that a duplicate trail is continuously generated for the shift/day.
4. To reasonably inspect the promissory notes for any fictitious watermarks and unwanted or doubtful markings on the legal tender, and if it is not cash inspect whether such a note is convertible into cash immediately i.e. not post dated nor stale
5. Where the legal tender is not cash, inspect that the Payee/Beneficiary is the “**Maluti-A-Phofung Municipality**” or by any other wording or translation that is acceptable and the council has approved such wording/translation...
6. Where customers/clients intend to buy prepaid services, the incumbent shall supply the customer with a valid token/invoice or voucher for the amount requested and paid for by the customer
7. Count cash collected daily with supervisor cashiers
8. Record cash collected in the cash reconciliation form
9. Allocate the amount paid in accordance to the prescription of the system, then follow the prescription of the client

10. Interact with the general public with due responsibility and care within the BATHO-PELE principles and avoiding negligence, recklessness and intentional malice.
11. Refrain, individually or in collusion with any other person, from any activity that can reasonably be interpreted as cash embezzlement, theft, fraud, misrepresentation and any act of enriching any person to the detriment of the municipality or the general public, clients, and suppliers of municipality, unlawfully.
12. Utilize resources bestowed for the performance of the cashier's duties in a manner that would maintain the resources sufficiently throughout the expected useful life, excluding effects of wear and tear through ordinary use of the resource.
13. Ensure that the cash collections and petty cash/cash float in any given day is restricted for access only to authorized person(s), and while on duty ensure that during shift no other person gains access to cash unless on authorised inspections or any other authorised activity.
14. On specific authority by an appropriate member of senior management, act in the position of Supervisor Cashiers, cashier in a satellite office within the MALUTI-A-PHOFUNG jurisdiction.
15. Assist with general account enquiries, provided that such person has accumulated sufficient knowledge and is authorized to do so.
16. Count cash float/petty cash before accepting it from the supervisor cashiers

<b>Minimum Formal Education Requirement</b>	<b>Minimum Experience</b>	<b>Minimum non formal education Requirements</b>	<b>Other Attributes</b>
<ul style="list-style-type: none"> <li>Commercial subject(s) at Matric</li> </ul>	<ul style="list-style-type: none"> <li>Relevant experience/knowledge in local government finance.</li> </ul>	<ul style="list-style-type: none"> <li>Computer literacy.</li> <li>Ability to work in a team.</li> </ul>	<ul style="list-style-type: none"> <li>Reasonable Communication skills</li> </ul>

## **POST LEVEL 10 OF GRADE 9**

# **SENIOR ACCOUNTANT BUDGET AND REPORTING**

### **PRIMARY FUNCTIONS**

1. Obtain input for budgeting from various departments for succeeding financial periods (normally a three year projection of income and expenses)
2. On a regular basis, establish draw/print management reports giving comparison between budget and actual spending, including commitments and provisions not actually settled
3. Regularly compare cash inflow from long term repayment arrangements with budgeted collections.
4. Continuously assess and project the liquidity position of the municipality on the basis of long term commitments (short term liabilities) and entitlements (short term debt collection) other than in the form of grants.
5. Regularly draw, interpret and advise management of a probable short term deficit as may be depicted by the excess of cash investment in capex investment as opposed to cash collected from normal operations and grants.
6. Draw, regularly, age analysis on both current accounts and accounts with debt management arrangements, further analyse accounts which are not serviced in terms of their arrangements and institute proper debt collection through the credit control.
7. Alternate with the accountant income on the preparation of accounts or review of the preparation of accounts

Minimum Formal Education Requirement	Minimum Experience	Minimum non formal education Requirements	Other Attributes
<ul style="list-style-type: none"> <li>Relevant Diploma or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Relevant experience/ knowledge in local government finance.</li> </ul>	<ul style="list-style-type: none"> <li>Computer literacy.</li> <li>Ability to develop and work with other persons.</li> </ul>	<ul style="list-style-type: none"> <li>Reasonable communication skills</li> <li>Ability to analyze reports.</li> <li>Sound Management attributes</li> </ul>

## POST LEVEL 4 OF GRADE 9

### POSITION: FILLING CLERK (2)

#### **REQUIREMENTS:**

- NQF Level 3-4
- Computer Literacy
- Relevant Administrative experience

#### **KEY FUNCTIONS:**

- Receiving incoming/ outgoing mail and commences with recording sequence in registers, inserting dates, details of addressee
- Inserting acknowledge of receipt on incoming mail, stamping and reflecting circulation details.
- Attending to the preparation of outgoing mail, determining postage applicable referring to official postage tariff guides and / or detailing any special requirements with respect to priority mail,
- Inserting appropriate control codes on correspondence received from internal / external sources.
- Monitoring adherence to procedural requirements related to the accessing and issuing of document files and / or coordinating sequences to facilitate document / file retrieval from users.
- Seeking approval and executing sequences to facilitate the achieving and disposal of aged / obsolete records.

## POST LEVEL 10 OF GRADE 9

### POSITION: COMMUNICATION OFFICER

#### **REQUIREMENTS:**

- National Diploma in Media Management, PR, Communications, Journalism
- Experience in Media/Communication
- Research abilities

- Computer Literacy

### **CORE RESPONSIBILITIES:**

- Implement communication / public relations strategy
- Assist with responses to media enquiries
- Monitor and evaluate the media in order to establish service standards, exception area and improvement options
- Analyse media exposure and recommend suitable initiatives
- Compile and edit all Council newsletters
- Assist with compilation and editing of all external publications
- Assist with updating of media directory
- Act as webmaster by managing updates and quality of information on Council's website
- Distribute general information to clients and groups according to client needs and communications preference.

### **POST LEVEL 6 OF GRADE 9**

### **POSITION: ACCOUNTANT RECONCILIATION**

### **KEY FUNCTIONS:**

- Inspect cash reconciliation form and compare to post banking deposit slip.
- Assist the Senior Manager Budget and Revenue Management with the investigation in the event a difference in amount deposited at the bank and the amount in the cash reconciliation form.
- Prepare proper bank reconciliation and any other reconciliations for all/selected bank or creditors/debtors accounts, ensuring that all reconciling items are valid and adequately measured.
- Compile a register of unclaimed honoraria, cheques that have become state and payments made to beneficiaries without any supporting documents being provided (normally advances)
- Perform deduction beneficiary reconciliations.
- Alternate with the supervisor cashiers and trace all direct deposits and credits in the bank statement to the cash book entries and clear suspense account in this regard.
- Alternate with the Accountant expenditure and trace, on a test basis, the validity of both cheque and direct debits in the bank statement to the cash book entries.
- Assist in the preparation of financial statements.
- On a monthly basis, draw a report detailing actual income, expenses, assets and liabilities.
- Assess completeness, fair measurement/valuation, occurrence/ existence, of recording of all items mentioned in (1) above.
- Continuously review the general ledger for suspense account wherein items of long outstanding items that remain not cleared to their respective primary account. Assist in the clearing of suspense accounts.
- Regularly assess that every item in the credit is represented by a contra debit.
- Liaise with the asset control officer and reconcile the asset register to the general ledger.
- Obtain valid copies of ownership/control (Finance lease contracts, Invoices etc.) on all acquisitions for the current period and maintain such documentation for the duration of the useful life of the asset or of the statutory requirement, whichever is the longer period.

- On the basis of the valid copies of ownership / control and the prescription of accounting basis within the approved framework, accrue the related right(s) and obligation(s), and payment of the obligation(s) or collection(s) or exercise of the right(s) on a systematic basis over the useful life of the asset or the contractual term whichever is the shorter period.
- Adjust appropriately, with the necessary approval, the values attributable to right(s) and obligation(s), on the availability of scientific evidence or reasonable judgement, where sufficient indication of the asset value or liability value has increased / decreased substantially from the value as indicated in the latest financial report(s) e.g. Revaluations and /or impairments.
- Post, approved and valid journals in the financial system.
- Assist in the preparation of financial statements.

Minimum Formal Education Requirement	Minimum Experience	Minimum non formal education Requirements	Other Attributes
<ul style="list-style-type: none"> <li>• Relevant Diploma or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant experience / knowledge in local government finance</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Literacy</li> <li>• Ability to develop and work with other persons</li> </ul>	<ul style="list-style-type: none"> <li>• Reasonable communications skills</li> <li>• Ability to analyse reports.</li> <li>• Sound Management attributes.</li> </ul>

## POST LEVEL 5 OF GRADE 9

### POSITION: ACCOUNTANT INCOME

#### **KEY FUNCTIONS:**

- Continuously review the allocation of payments by system / cashiers and ensure that the standing charges are allocated first, then followed by consumption payments e.g. rates and taxes allocated before water and electricity.
- Review the allocation of daily overs suspense account and at the terminal date in which the over is not claimed create a journal into the revenue account. In the event that the over is claimed inspect payments received on the specific date and ensure that the claimant made a payment that could have resulted in the over and transfer the amount of the over to the specific client account.
- Review daily direct credits in the bank statements and ascertain that allocations in the cash book occur and the suspense account is at all times at zero balance at the close of business.
- Review daily direct credits in the bank statements and ascertain that allocations in the cash book occur daily and the suspense account is at all times at zero balance at the close of business.
- Authorize the issue of clearance certificates
- Review and authorise journals clearing income suspense accounts.
- Authorize, where debt collection is outsourced, instruction to the authorised service e providers.
- Observe and inspect on a regular basis that non recurring transactions that are not settled in full are created as sundry debtors and that proper terms of collections are agreed to.

- On an unexpected basis, take over the printing process, not regularly, and perform the task as specified for the functions of the Financial Admin Clerk.
- Alternate with the supervisor cashiers in clearing direct credits in the back statements on a daily basis.

Minimum Formal Education Requirement	Minimum Experience	Minimum non formal education requirements	Other Attributes
<ul style="list-style-type: none"> <li>• Relevant Diploma or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant experience / knowledge in local government finance.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Literacy</li> <li>• Ability to develop and work with other persons</li> </ul>	<ul style="list-style-type: none"> <li>• Reasonable communication skills</li> <li>• Ability to analyse reports</li> <li>• Sound Management attributes</li> </ul>

## **POST LEVEL 5 OF GRADE 9**

### **SECURITY OFFICERS X 70**

#### **Requirements:**

- Grade 12 or Equivalent
- Security Management Certificate
- PSIRA Grade C Certificate Registration
- Communication skills
- Computer literate
- Customer services

#### **Relevant Experience**

- 2/3 years work experience in Security Services
- Knowledge of access control procedures
- Patrolling, searching, control room operations of Security equipment, radio and telephone communication skills
- Close circuit television (CCTV Operations)

#### **Health Status**

- Fit to work as a security officer in respect of day and night shifts.

**Core responsibilities:**

1. Physical manning of the security scanners at excess in aggress points with Maluti-a-Phofung
2. Rendering excess and aggress control functions at all security areas of the Municipality
3. Conduct security risks identification patrols within all the building and facilities of the Municipality in the morning, afternoon and during the night.
4. Incidents reporting: to ensure that all patrol observations are recorded in the correct forms and registers and report immediately to the supervisors.

**Remuneration:**

**As per sectoral determination.**

**Closing date: 18 MAY 2012.**

Applications should be submitted to:

The Municipal Manager  
Maluti-a-Phofung Municipality  
Private Bag X805  
**WITSIESHOEK**  
**9870**

**For administrative enquiries please contact TS Majozi at (058) 718 3732059 718 3747.**

**Applicants are advised that if they have not heard from us within 30 days from date of closure, should accept that their applications were not successful.**

**RS KAU**  
**MUNICIPAL MANAGER**