

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following positions:

INFRASTRUCTURE PLANNING AND DEVELOPMENT DEPARTMENT

PMU TECHNICIAN

Salary scale: R233 847,72 – R303 541,32 per annum

Applicable benefits: medical aid, pension, 13th cheque, home owner's allowance

Minimum requirements

- Bachelors Degree/ National Diploma or B-tech in Civil Engineering, Construction Management or Project Management from a recognized institution, coupled with 2 years experience in a project management environment preferable in local government.
- Valid Grade 12 Certificate
- Good interpersonal communication, organizational and problem solving skills
- Valid code 08 driver's license is essential
- Fluency in both isiZulu and English
- Previous experience in managing the Municipal Infrastructure Grant (MIG) will be an added advantage.
- Computer Literacy and ability to use Microsoft Word, Excel, PowerPoint and MIS
- Ability to work accurately, independently, in a team and under pressure
- Registration with LCSA as a Professional Technician or Candidate Technician will be an added advantage.

Key Performance Areas

- Deliver technical support and evaluate proposed projects in alignment with the respective Municipal projects in the IDPs and regional and provincial growth and development plans
- Manage labour intensive programmes in line with EPWP framework and related reporting requirements.
- Arrange regular project progress meetings
- Ensure compliance with all legal aspects and conditions, as required by the various spheres of government
- Conduct site visits/ meetings to ensure compliance with business plan conditions
- Manage cashflow and committed project expenditure
- Verify payment certificates and prepare monthly payment schedule documentation
- Compile all financial reports required by DORA and submit it monthly to the Project Manager and Provincial MIG unit.

- Ensure project compliance with all applicable legislation, policies and conditions applicable
- Assist with other related municipal infrastructure programmes
- Perform any duties assigned by the Manager: PMU.

BUDGET AND TREASURY OFFICE

Municipal Finance Management Intern (X2) (Two year Contract) **Salary Scale: R96000.00 per annum (all inclusive)**

No Municipal benefits will apply (pension, medical aid etc) and applicants are required to make their own arrangements in respect thereof.

This post requires dedicated and highly motivated people who have obtained a three (3) years tertiary qualification to participate in an internship programme that seeks to capacitate recent graduates for a career in local government finance. This internship is the initiative of the National Treasury. The objective is to help build sufficient strategic management capacity at local government level.

Minimum Requirements

- B. Comm. degree with majors in Accounting and or Auditing, or a relevant three year tertiary qualification with computer literacy.
- Good interpersonal written and verbal communication skills
- A training programme is currently being developed which will expose the successful applicants to all facets of local government related financial services.
- It must be noted that at the conclusion of the internship contract period, the Municipality is neither obliged to extend the contract period nor to offer permanent employment.
- Residing within the Ubuhlebezwe Local Municipality (Reference letter from your ward Councilor)

Key Performance Area

- Performance basic accounting functions
- Will be able to interpret finance legislation & policies
- Willing to learn more while working under pressure
- Processing invoice payment from the capture and verification of the source documents
- Managing the interface between the department payroll and accounting system
- Budget controls on expenditure
Overseeing expenditure management reconcile grant

MUNICIPAL MANAGER'S OFFICE

INTERNAL AUDIT TRAINEE (FIXED TERM CONTRACT OF 18 MONTHS) Remuneration: R3000.00 per month

Minimum Requirements

- Grade 12 Senior Certificate plus a degree or a National Diploma in Auditing and or Accounting.
- Computer literacy

Competencies and Knowledge:

- Literal and innovative/analytical thinking
- Due professional care
- High standards of honesty, objectivity, diligence and loyalty
- Computer literacy
- Interpersonal relations and communication skills
- Financial management
- Report writing
- Good understanding of Standards for the Professional Practice of Internal Auditing. Knowledge of the MFMA, Systems Acts and any other relevant municipal legislations.

Key performance areas:

- Perform system descriptions and assess business risk
- Develop internal audit programs and procedures
- Executing internal audit assignments
- Performing internal audit tests and procedures
- Identifying weak/problem areas and developing effective corrective action plans
- Preparing reports and discussion thereof at functional level
- Ad Hoc projects and research assignments

Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificate/s and ID document must be forwarded to: The Municipal Manager, P. O. Box 132, and IXOPO 3276 by not later 16h00 on Wednesday 09 March 2016. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful.

All enquiries should be directed to the HR Officer, Mrs. LH Khumalo
Tel: 039 834 7700

Council reserves the right not to make any appointment/appointments into the abovementioned positions.

**GM SINEKE
MUNICIPAL MANAGER**