

EXTERNAL ADVERTISEMENT

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

BUDGET AND TREASURY OFFICE

Municipal Finance Management Intern (Two Year Contract) Salary Scale: R96 000.00 Per Annum (All Inclusive)

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

This post requires dedicated and highly motivated people who have obtained a three year 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; with the objective to help build sufficient strategic management capacity at Local Government level.

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, the Municipality is neither obliged to extend the contract period nor to offer permanent employment.

Minimum Requirements

- A BCom Degree with majors in Accounting, Economics and/ or Auditing, or a relevant three year tertiary qualification.
- Computer literacy.
- Good interpersonal, written and verbal communication skills.
- Willingness to learn while working under pressure.

Key Performance Area

- Performance basic accounting functions.
- Interpret finance legislation and policies.
- Process invoice payments from the capture and verification of the source documents.
- Manage the interface between the departmental payroll and accounting system.
- Undertake budget controls on expenditure and revenue.
- Oversee expenditure management and reconcile grants.
- Be trained in all sections of the Budget and Treasury Office.

INFRASTRUCTURE, PLANNING AND DEVELOPMENT DEPARTMENT

TOWN PLANNER TRAINEE (RE-ADVERTISEMENT) 18 Months Fixed Term Contract Stipend: R3 000.00 Per Month

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

MINIMUM REQUIREMENTS

- Grade 12 Certificate

- Bachelor's Degree or National Diploma in Town Planning /Town and Regional Planning
- The ability to operate a personal computer, utilise word processing programs and Microsoft Excel and PowerPoint
- The ability to create, revise, edit and produce documents with particular regard to accuracy, quality and given instructions
- Time management skills
- Basic research skills

KEY PERFORMANCE AREAS

- Provide assistance in terms of all submitted statutory planning permit applications.
- Compile documentation (under instructions and direction of the Planner and Junior Town Planner) to assist in the preparation of planning reports and other planning unit work.
- Maintain an adequate filing system for the planning and building inspectorate units.
- Provide clerical, scheduling and administration support to senior officials of the unit as required in consultation with the Supervisor.
- Provide administration assistance in the delivery of Council sustainable projects as required.
- Ensure delivery of the functions and tasks within the municipality as required.
- Exercise confidentiality in all processes and communication associated with the job.
- Perform any other duties assigned by the Supervisor.

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 certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, Ixopo 3276 by not later than 16h30 on 04 May 2018. 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, Ms B Nondabula at (039) 834-7700.

Council reserves the right not to make any appointment into the above mentioned position.

**GM SINEKE
MUNICIPAL MANAGER**