

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

BUDGET AND TREASURY OFFICE

**BUDGET & REPORTING MANAGER
SALARY SCALE: R513 198.19 Per Annum (All Inclusive)**

MINIMUM REQUIREMENTS

- Grade 12 Certificate and B Com Degree (Major in Accounting/ Management Accounting)/ Equivalent qualification.
- A minimum of 4 years' experience in budget and reporting environment of which 2 years must be at a supervisory level/ junior management level.
- Knowledge of Caseware and SAMRAS.
- Computer literacy in MS Office.
- A valid EB driver's license.

KEY PERFORMANCE AREAS

- Effective municipal financial planning and management.
- Work with Directors and Project Managers to develop the organization's budget.
- Review Managers' budget proposals for completeness, accuracy, and compliance with laws and other regulations.
- Monitor organizational spending to ensure that it is within budget.
- Provide input into long term objectives setting and financial planning sequences.
- Direct and execute accounting procedures and processes associated with controlling capital & operating budget, financial accounting control and financial reporting.
- Review all financial information processed in the business to ensure compliance with General Recognised Accounting Practice (GRAP) and with laws applicable in which the business operates.
- Monitor Financial Performance (Annual Budgets / Quarterly Forecasts).
- Maintenance and review of accounting data on SAMRAS.
- Ensure compliance with all statutory reporting (MFMA Sec 71, 72, 66 reports, quarterly, monthly and annual reporting).
- Year End Process.
- Ensure Statutory Reporting.
- Contribute in policy formulation and review of all budget related policies.
- Preparation of monthly, bi- annual and Annual Financial Statements.
- Supervise employees, monitor activities and satisfy reporting.
- Undertake duties in own initiative with little guidance.

KEY TECHNICAL SKILLS AND KNOWLEDGE

Strong Understanding and Working Knowledge:

- Accounting /Finance Functions.
- General Recognised Accounting Practice (GRAP).
- Budget Compilation & Budget Process.
- Management Accounting Principles.
- Compilation of Annual Financial Statements.

Skills:

- Excellent communication skills.
- Analytical skills.
- Strong organisational/business writing skills.
- Strategic thinking.
- People development.

BUDGET & REPORTING CLERK

SALARY SCALE: R103 072.58 – R133 803.97

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

MINIMUM REQUIREMENT

- Grade 12 Certificate and B Com Degree/National Diploma in Accounting or Equivalent
- 2-3 years' experience in financial environment.
- Knowledge of registered financial system of which SAMRAS will be an added advantage.
- Computer literacy in MS Office
- A valid EB driver's license.

KEY PERFORMANCE AREAS

- Prepare monthly bank reconciliations.
- Compile financial reports for submission to Budget & Reporting Officer.
- Assist in preparation of quarterly returns.
- Assist in preparation and submission of monthly budget reports.
- Undertake duties under the supervision and guidance of the Budget Accountant.

INFRASTRUCTURE, PLANNING AND DEVELOPMENT DEPARTMENT

ENVIRONMENTAL OFFICER

SALARY SCALE: R209 953.65 – R272 544.70 Per Annum

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

MINIMUM REQUIREMENTS

- Grade 12 Certificate and a 3 year Environmental Management/ Natural Sciences Degree/National Diploma.
- 2-3 years' experience in Environmental Management OR Natural Sciences.
- Knowledge of Occupational Health and Safety Act, National Environmental Management Act and other field related legislation.
- Must have a good background in environmental issues involved in developmental functions of the Municipality.
- Ability to understand the roles and legal obligations of role players regarding environmental issues when it comes to implementation of infrastructure projects.
- Computer literacy.
- A valid code EB driver's license.
- Must show the understanding of EMPs, EIA, biodiversity, SEA elements issues in relation to the developmental role of the Municipality.

KEY PERFORMANCE AREAS

- Facilitate and Coordinate environmental capacity building and awareness initiatives.
- Improve environmental governance systems within the municipality.
- Support the planning and implementation of Environmental Management programmes in the municipality.
- Support Environment Planning and Management.
- Develop and implementing environmental strategies and action plans that ensure sustainable development.
- Have the ability to enforce and interpret applicable legislations related to environmental management in a Municipal context.
- Provide input and advising with regards to Municipal waste management projects and land use schemes.

- Promote and raise awareness, locally about sustaining a clean and safe environment.
- Audit, analyze and report environmental performance to internal and external clients and regulatory bodies.
- Assist the Municipal Planning Unit in giving support in terms of the required environmental policies to support the Municipal Spatial Development Framework.
- Render reactive Compliance Monitoring which would include the following:
 - i) attend to reactive inspections (when illegal activity / breach of conditions have been identified)
 - ii) Respond to complaints and investigate incidents;
 - iii) Consult with relevant environmental experts and legal representatives of transgressors;
 - iv) Gather information, analyze and make recommendations.

JUNIOR TOWN PLANNER

SALARY SCALE: R209 953.65 – R272 544.70 Per Annum

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

MINIMUM REQUIREMENTS

- Grade 12 Senior Certificate and an appropriate 3 year B Degree or Diploma in Town and Regional Planning.
- Registration with South African Council for Planners as a Technical Planner OR in a process to register (candidates will be evaluated based on the relevant certified proof submitted).
- At least 1-2 years' relevant experience.
- Good communication skills (preferably in English and IsiZulu)
- A valid driver's licence.

KEY PERFORMANCE AREAS

- Coordinate report and advise on development planning issues and be able to deal with public queries.
- Assess statutory and development application in relation to the Land use management principles.
- Provide professional and technical advice on development planning matters.
- With the assistance of the Manager: Housing and Planning and Town Planner be able to undertake assist in the coordination of all spatial planning matters within municipal area.
- Provide assistance towards the formulation and review of sector plans, i.e. Land Use Management Schemes, Spatial Development Frameworks any other related Municipal Plans.
- Assess compliance with specific town planning regulations and undertake site inspections to ensure compliance with developments in both Urban and Rural context.

- Knowledge of Town Planning Legislations, Local Government legislation and GIS would be an added advantage.

**GIS TRAINEE
(FIXED TERM CONTRACT OF 18 MONTHS)
Stipend: R3000.00 Per Month**

MINIMUM REQUIREMENTS

- Grade 12 Certificate and a National Diploma in GIS or any related field.
- Be knowledge and experience in Geographic information system in a municipal environment would be advantageous.
- Be knowledgeable in related Geographic Information Systems regulations / guidelines and ESRI products.
- Preference will be given to candidates in a process to be (relevant proof supporting that must be attached).
- Computer literacy in MS Word/Excel/Access and operating systems
Attention to detail and accuracy.
- Ability to communicate proficiently in English and IsiZulu, both verbal and written.

KEY PERFORMANCE AREAS

- Perform tasks/activities associated with the preparation, updating and processing of the data through capturing, storing, manipulation and maintenance of data.
- Together with the GIS Data Technologist perform the applications of tools to ensure the Geographic Information System provides comprehensive and complete information supporting analysis, discussions as well as queries.
- Assist with specific applications associated with the preparation, updating and processing data from hard copy and digital sources through GIS.
- Perform specific GIS clerical activities and provide general office support.
- Assist with the maintenance of the IDP, SDF, human settlements and environmental information for the Municipality.
- Assisting with the central plan printing, internal and external, as well as storage system of the Municipal plans, as and when required.
- Taking care of the GIS soft and hardware systems accordingly.
- Assist with the maintenance of GIS database for the municipality.
- Assist in updating detailed maps for the purpose of assisting in master planning and development processes.
- Be able to read and analyse information in different GIS formats.
- Together with the GIS Data Technologist be able to carry out any other duties that are necessary for the achievement of the Departmental Strategic Plan.

OFFICE OF THE MUNICIPAL MANAGER

**PROJECT MANAGER (MSCOA)
TWO-YEAR FIXED TERM CONTRACT
SALARY: R513 198.19 Per Annum (All Inclusive)**

MINIMUM REQUIREMENTS

- Grade 12 Certificate and a Bachelor of Commerce/Accounting Science or Bachelor of Technology in Accounting or Cost and Management Accounting with major in Financial Accounting and Cost and Management Accounting.
- 5 years' experience in the compilation and review of Annual Financial Statement coupled with SCOA related experience in Local, Provincial or National Government of which 3 years should be at managerial level.
- Must have demonstrable experience in the successful implementation of projects and strong project management, analytical and business writing skills.
- Computer literacy (Ms Excel and Word – advanced) and possess
- A valid Code EB driver's licence.

KEY PERFORMANCE AREAS

- The incumbent will manage the project aimed at successful implementation of the Municipal Standard Chart of Accounts and related key performance areas associated with ensuring the compliant IT systems are in place to support the implementation through consultation with the immediate superior on priorities and processes for execution, interpretation, evaluation, review and application of laid down procedures.
- Monitoring and executing specific interventions to ensure compliance and providing specialist advice and guidelines on the principles and approaches necessary to migrate the existing chart of accounts to the standardised MSCOA chart.

Key Performance Areas of this Post Include: Functional Control, Project Management, Systems, Business Processes and Controls, Stakeholder Management.

SOCIAL DEVELOPMENT DEPARTMENT

CASHIER (TRAFFIC)

SALARY SCALE: R87 310.21 – R113 334.06 Per Annum

Applicable benefits: Medical aid, pension, 13th cheque, home-owners allowance

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- A minimum of 2 years' experience in management of cash and cheque transactions.
- Ability to communicate in both English and IsiZulu.
- Computer literacy.
- Ability to recognise counterfeit and fraudulent transactions.

KEY PERFORMANCE AREAS

- Receive payments from the Public for Driving License and registration.
- Communicate with the customer and attend to specific payments enquiries and provide information on fees for specific licensing.
- Calculate balances and explain transactional recordings and penalties on specific tariffs.
- Collect and count all payments tendered.
- Verify total against amounts due, seeking identification, and check recording and processing of all cheque payments.
- Issue receipts reflecting the actual amounts tendered.
- Tally amounts and verify cash/ cheque totals to receipts issued.
- Perform tasks associated with the receiving and receipting of payment for Learners and Driving licenses.
- Provide basic information and explanations on fees, changes and penalties
- Reconcile total collections against receipts.
- Prepare schedules for verification prior to forwarding cash and cheque for depositing.

FIRE FIGHTER TRAINEE (X2) (FIXED TERM 18 MONTH CONTRACT) Stipend: R3000 Per Month

MINIMUM REQUIREMENTS

- Grade 12 Certificate.
- Fire Fighter I and II
- Disaster Management Qualification will be an added advantage.
- Driver's license Code 08.
- Be physically fit and able bodied.

- Be able to run 2. 4 kilometres.
- Ability to communicate both in Zulu and English.
- No criminal record/ pending cases.
- Must not be more than 35 years of age.

KEY PERFORMANCE AREAS

- Take part in response to fire, hazmat and disaster incidents as and when required.
- Participate in conducting assessments during disaster incidents and/ or disasters as and when they occur with the aim of providing relief to the affected victims.
- Participate in fire safety inspections.
- Participate in burning of fire breaks.
- Participate in conducting of fire and disaster management awareness campaigns.
- Take part in cleaning of all fire fighting equipment and the fire station.
- Participate in conducting emergency drills and/ or exercises.
- Perform any other functions as directed by the Chief Fire and Disaster Management Officer and other supervisors within the fire station.

TRAFFIC OFFICER

SALARY SCALE: R157 958.87 – R205 034.44 Per Annum

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

MINIMUM REQUIREMENTS

- Grade 12 Certificate and a Traffic Officer's Diploma.
- Registration as a Traffic Officer with the Department of Transport.
- Code EB Drivers Licence.
- Grade A Examiner or B of Driving Licence would be an added advantage.
- Minimum of two years' relevant experience.
- Ability to communicate in both isiZulu and English.
- Problem solving skills, Writing skills, Computer Knowledge and knowledge of NRTA 93/96.
- Be physically fit and able bodied.
- No criminal record/pending cases.

KEY PERFORMANCE AREAS

- General and selective duties law enforcement and enforcement of council by laws.
- Co- ordinates specific activities associated with controlling traffic flow and public safety.
- Traffic Control and escort vehicles.
- Perform point duties, process warrants of arrest and perform other traffic related duties.
- Communicate with the Control Room and attending to traffic bottlenecks caused through accidents, breakdowns or peak hour congestion.
- Use hand signals to communicate with drivers and pedestrian, directing, diverting, stopping and controlling the flow.
- Interacting with the Control Room for specific services.
- Patrol and observe the streets and suburban areas and identifying with non-conforming practices.
- Communicate with the offender and interacting with the Control Room of South Africa Police services to facilitate arrest for more serious offences.
- Participate in routine checks, stop vehicles and conduct inspection of driver licences, vehicle registration and roadworthiness requirements and attend to specific infringements of road safety rules.
- Issue fines, warnings and serve summons on offenders and execute arrests for more serious offences.

TOURISM TRAINEE

(FIXED TERM CONTRACT OF 18 MONTHS)

Stipend: R3000.00 Per Month

MINIMUM REQUIREMENTS

- Grade 12 Certificate and a 3 year Degree/Diploma in Tourism Management or equivalent.
- Computer Literacy required (Must have knowledge of Microsoft Word, PowerPoint and basic Excel).
- A valid driver's licence would be an added advantage.
- Excellent written and communication skills in both English and isiZulu.
- Must be able to organise work and work under pressure.

KEY PERFORMANCE AREA

- Assist with the identification and implementation of Tourism anchor projects.
- Assist with conducting research on the Tourism sector.
- Market and promote Municipality as a tourist destination.
- Assist at Tourism Trade Shows, exhibition shows and cultural shows, e.g. Tourism Indaba, Royal Show etc.
- Keep records of all projects – related correspondence in projects files.
- Compilation of visitor statistics, through working with local CTO.
- Investigate applications for new Tourism projects.
- Assist in organizing Tourism related meetings including taking minutes and reporting to Tourism Officer.
- Liaise with all Tourism and Economic Development Stakeholders.
- Assist with ensuring the compliance and registration of local tourism establishments.
- Champion the Ubuhlebezwe “Alan Paton” Steam Train Project.
- Assist with compilation of the Ubuhlebezwe Tourism Brochure.
- Champion the Ubuhlebezwe “Alan Paton” Steam Train Project.
- Report writing and general administration work.
- Maintenance of Local Tourism Establishment database.

Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.

A letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and ID document must be forwarded to: The Municipal Manager, P. O. Box 132, IXOPO 3276 by no later than 16h00 on Friday 22 July 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.

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

**GM SINEKE
MUNICIPAL MANAGER**

