

VACANCIES

DATE 07 – 21 JANUARY 2022

Matatiele Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of gender, race and disability. Suitably qualified persons are hereby invited to apply for the following vacancies which will be filled in terms of the Employment Equity Plan of the Municipality. Candidates whose appointment will enhance representativity of employees from the designated groups are encouraged to apply.



Please beware of a scam where individuals are requesting money in exchange of employment within the municipality and please do not make any form of payment in respect of such offer.

DEPARTMENT : BUDGET AND TREASURY OFFICE Unit : Financial Reporting and Assets Management Position : Manager-Financial Reporting and Assets Management (REF : MLM/BTO/FRAM/001)	
Employment Term	5-year Fixed Term Contract
Task Grade	16
Total Remuneration Package	R 1 027 904,01 P.A.
Advertisement Platforms	Provincial News Paper, Local News Paper, Municipal Website and Municipal Notice Boards
Minimum Requirements	<ul style="list-style-type: none"> • Matric (Grade 12) • B Com Accounting Degree/ Financial Management field or relevant qualification equivalent to NQF Level 7. • Minimum of 5 years' relevant experience of which 3 years must be at supervisory level in Financial Reporting and Assets Management • Computer Literacy (MS Word, Excel and PowerPoint) • MFMP/CPMD certificate • Member of Accounting Professional body • Knowledge of MFMA and Treasury Regulations, Knowledge and experience in finance management and its objectives. • Code B Driving Licence • Willingness and Ability to work over and above call of work under pressure.
Key Responsibilities	<ul style="list-style-type: none"> • Oversee the flow of financial transactions and updating of the financial system. • Manage and maintain relevant financial records (main ledger, control schedules and reconciliation to subsidiary records, monitor control accounts Income & Expenses and Assets and Liabilities to ensure balancing Trial Balance) • Coordinate and Manage preparation of monthly/half yearly interim/Annual financial statements and working paper files for submission to Auditors. • Consolidation of Mid-term and year-end working papers • Analysing and aligning operating capacity and capabilities of the Section to deliver against specific key performance areas. • Liaise with Auditors for auditing of Annual Financial Statements • Attend to the statutory audit process, • Manage Preparation of monthly reconciliations (VAT Reconciliation, Trade Payable Reconciliation, Funding Reconciliation, Assets Reconciliation, Financial Position reconciling on a monthly basis) • Studying capital and operating expenditure trends and forecasts received from internal departments and, preparing estimates with due consideration to internal and external funding requirements and limitations. • Preparing and presenting reports detailing the status of

	<p>expenditure and availability of funds for current and short term interventions to sub-committees and strategic management planning workshops and discussion groups. • Participating in the recruitment and selection process, approving minimum design and specifications for inclusion into job advertisements and evaluating applicant's suitability through analysis of selected short-listed curriculum vitae and interviews. • Reviewing all work done by accountants. • Monitoring development and overseeing of the implementation of the asset management system, including the establishment of the asset Management Unit and departmental policies and procedures. • Developing and maintaining the strategic and annual asset management plans aligned with the departmental strategy and budget. • Developing and maintaining asset registers, including acquisitions, maintenance management transfers, valuations and Insurance. • Authorising journals to correct misallocations of segments and items. • Authorising on the financial system, capitalization journals that will transfer asset cost from the vote that was used to procure the asset to the movable asset balance sheet vote. • Perform any other duties assigned by competent authority (CFO and or MM).</p>
<p align="center">DEPARTMENT: CORPORATE SERVICES Unit: Human Resources Management and Development Position: Manager - Human Resources Management and Development (REF: MLM/COR/HRM&D/001)</p>	
Employment Term	5-year Fixed Term Contract
Task Grade	16
Total Remuneration Package	R 1 027 904,01 P.A.
Advertisement Platforms	Provincial News Paper, Local News Paper, Municipal Website and Municipal Notice Boards
Minimum Requirements	<p>• Matric plus B-Degree in Human Resources Management/Industrial Psychology Labour Relations Management / Public Administration or equivalent qualification. • Computer literacy – MS Office Applications. • Minimum of 5 year experience in Human Resources/ Industrial Relations of which three years must be at Supervisory level in the Local Government Sector or any other sphere of government or Institution • Profound knowledge of the Municipal Legislations • Excellent communication and interpersonal skills • In-depth understanding of Labour Laws and regulations • Ability to produce monthly, quarterly and Annual reports within the stipulated time frames • A valid code B driving license.</p>
Key Responsibilities	<p>•Develop Human Resources policies of the Municipality and ensure that they are not in contradiction with the Labour Legislation, manage, implement and review these policies •Ensure compliance and implementation of Employment Equity policies and practices •Manage Organizational Design and Job Evaluation processes •Manage Employee Assistance and Wellness programme as well as safety of employees in the Municipality •Manage the recruitment processes and procedures of the Municipality •Ensure efficient and effective management of employee benefits •Facilitate and table report on the human resource committees including the Standing Committee, Training Committee, Safety and Wellness Committee, etc. •Monitor the training and development programmes of the Municipality •Produce monthly, quarterly and annual performance reports for the Human Resource Unit •Ensure that the audit action plan is implemented and that human resources information is readily available for internal and external audits •Provide HR support and advice on human resources matters •Manage and control the application of specific procedures associated with maintaining a sound Labour Relations •Develop Budget for the unit and ensure that all costs stay within the allocated budget, adhere to Budget Process Plan and monitor budget of the Unit •Develop the capacity and capability of personnel •Perform other responsibilities assigned from time to time by competent authority. • Perform any other duties assigned by competent authority.</p>

Closing Date : 21 January 2022 @ 16H00

Enquiries should be addressed to the Administrator: Staff Provisioning and Records Management, Mr. S. Lebata either by email @ SLebata@matatiele.gov.za or telephone (039) 737 8247

IMPORTANT NOTE TO APPLICANTS:

- Failure to submit documents listed below will result in disqualification of applicants;
- Background screening and vetting of qualifications and references will be conducted on shortlisted candidates;
- Proof of canvassing will lead to the disqualification of applicants;
- No faxed, emailed and late applications will be considered;
- Correspondence will be limited with selected applicants;
- The Municipality reserves the right not to appoint in respect of the advertised posts; and
- All appointments are made according to the Council conditions of service.

Please apply by filling in the Application for Employment Form obtainable from our website: www.matatiele.gov.za (not Z83 form) or from any of our Municipal Offices (Matatiele, Maluti, Cedarville and from a Ward Support Assistants in any of our 26 Wards). You must also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Code B Driving Licence (where applicable) to:

FOR ATTENTION: THE GENERAL MANAGER - CORPORATE SERVICES DEPARTMENT

*The General Manager: Corporate Services
Matatiele Local Municipality OR
P.O. Box 35
MATATIELE, 4730*

*The General Manager: Corporate Services
Matatiele Local Municipality
102 Main Street
MATATIELE, 4730*

MR. L. MATIWANE
MUNICIPAL MANAGER
Notice No : 2021/2022-116

The municipality urges all employees, members of Council, clients, members of the public and our suppliers to report any kind of fraud or corruption at Matatiele Local Municipality's Human Resources Management Unit.