



Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461
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Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare and Naledi. Xhariep District Municipality subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the municipality are situated at Trompsburg; which is 125 km's south of Bloemfontein.

To this end, the municipality seeks to fill the following vacant posts.

POST NO	EXTERNAL JOB ADVERTISEMENT	
1	Job Title	Manager: Assets; Revenue; Budget and Reporting
	Reporting	Chief Financial Officer
	Responsibilities	Review all monthly reconciliations; prepare monthly legislative reporting compliance reports; prepare income reports; prepare cash flow forecasts; prepare annual financial statements and accounting working paper file.
	No of positions	1
	Qualifications	B. Comm. /B. Compt Degree with CTA as an advantage.
	Remuneration	Negotiable
	Specialised Training	Completed SAICA Articles. Course in Municipal Finance
	Experience	2 -3 years
	Knowledge and Skills	Deep knowledge of finances and the finance value chain. Ability to complete GRAP compliant financial statements
	Behavioural Competencies	Emotional Intelligence Business Acumen complemented by astute strategic and lateral thinking.
2	Job Title	Accountant: Revenue; Reporting and Compliance
	Reporting	Manager: Assets; Revenue; Budget & Reporting
	Responsibilities	Compile reports regarding investment registers; reconciliations; revenue enhancement; grants and municipal transactions.
	No. of positions	1
	Qualifications	A degree in Accounting
	Remuneration	R238 590.87
	Specialised Training	Excellent Financial Reporting Training
	Experience	2 – 3 Years experience in revenue management; compliance and reporting
	Knowledge and Skills	Policy implementation skills. Financial performance management skills
	Behavioural Competencies	Ability to endure pressure. High emotional intelligence and integrity
3	Job Title	Supply Chain Management Practitioner
	Reporting	Accountant: Supply Chain Management

	Responsibilities	Establish the procurement route to be followed. Facilitate the convening of the Tender Specifications Committee. Maintain and update the supplier database. Maintain and update supporting documentation required in SCM. Issue valid and completely approved purchase orders to suppliers
	No. of Positions	1
	Qualifications	Degree in Accounting or Equivalent
	Remuneration	R181 612.41
	Specialised Training	Advanced Supply Chain Management Training
	Experience	1 – 2 Years active experience in supply chain management
	Knowledge and Skills	Advanced knowledge of supply chain matters.
	Behavioural competencies	Integrity; reliability; adherence to strict deadlines
4	Job Title	Accountant: Expenditure and Payroll
	Reporting	Manager: Expenditure and Payroll
	Responsibilities	Review payroll based on inputs; review reconciliations; prepare a reconciliation of the salary control account; authorise salary related payments. Responsible for entire expenditure administration.
	No. of Positions	1
	Qualifications	Degree in Accounting or Equivalent
	Remuneration	R238 590.87
	Specialised Training	Advanced Training in VIP Payroll Advance Training in Pastel accounting system.
	Experience	2 -3 years in functional payroll and expenditure administration.
	Knowledge and Skills	Advance expenditure and compliance administration. Advanced payroll and salary surveys knowledge
	Behavioural Competencies	Confidentiality. Integrity. Working on strict deadlines. Ability to work unsocial hours.
5	Post Title	Remuneration and Benefits Officer
	Reporting	Manager: Human Resources Management
	Responsibility	Completion of employment documentation for all newly appointed employees; keep formal establishment up to date to ensure that detail of posts and incumbents are readily available; ensure all newly appointed employees apply for membership to a Pension/Provident/Medical Fund.
	No. of positions	1
	Qualifications	Degree or Diploma in HRM or Equivalent
	Remuneration	R200 561.52
	Specialised Training	Training in remuneration and/or Benefits
	Experience	1 – 2 years experience in HRM
	Knowledge and Skills	Research Skills High analytical skills Specialised skills in HR dynamics. HR Metrics
	Behavioural Competencies	Lateral thinking. Innovative character. Ability to deliver in a high pressured environment and unsocial hours. Integrity and a high level of secrecy (This will be tested) . High emotional intelligence. Ability to conduct HR benchmarking.

6	Job Title	Finance Intern
	Reporting	Designated officials in the Budget and Treasury Office.
	Responsibility	Working in the entire Budget and Treasury Office. Dealing with expenditure administration. Payroll Supply Chain Management. Budget and VAT Returns. Compilations and Submission of Compliance Reports in terms of various Acts and Legislation applicable to the municipality.
	No. of positions	1
	Qualifications	Degree or National Diploma
	Remuneration	R100 000 .00 Total package
	Specialised Training	Knowledge of Pastel Accounting.
	Experience	Knowledge of any Financial System Knowledge of Pastel Accounting system will be an added advantage.
	Knowledge and Skills	Computer skills.
	Behavioural Competencies	Integrity Honesty and confidentiality. Financial Problem solving skills Ability to work under pressure.
7	Job Title	Administrator : VAT and Creditors
	Reporting	Accountant : Expenditure and Payroll
	Responsibilities	Control invoices register and capture invoices on the Pastel System. Compile weekly expenditure report for Budget and Treasury Office. Capture and prepare weekly and monthly petty cash purchases. Prepare weekly bank and petty cash reconciliation. Prepare monthly fleet management reconciliation.
	No of Positions	1
	Qualifications	Degree or National Diploma
	Remuneration	R181 612.41
	Specialised Training	Knowledge of Pastel accounting.
	Experience	2-3 years in functional Administrator: VAT and Creditors
	Knowledge and Skills	Advanced knowledge of Pastel and experience in VAT returns.
	Behavioural Competence	Confidentiality. Integrity. Working on strict deadlines. Ability to work unsocial hours.
8	Job Title	Internal Auditor
	Reporting	Manager: Internal Audit
	Responsibilities	Ensure that there is an adequately resourced and functioning internal audit that identifies internal control deficiencies and recommends corrective action
	No. of positions	1
	Qualifications	Degree in Internal Audit or Equivalent
	Remuneration	R200 561.52
	Specialised Training	Practical Internal Audit exposure .
	Experience	2 -3 years experience
	Knowledge and Skills	Full cycle of the competency dictionary as applicable to internal audit function
	Behavioural Competencies	Integrity. Honesty and confidentiality.

Instructions to applicants	<ul style="list-style-type: none"> ❖ Applicants are informed that all the necessary checks/ vetting to ensure suitability. ❖ Applications should include a covering letter; resume and certified copies of qualifications and ID. ❖ The reference checks will be done to all shortlisted candidates. ❖ No email or faxed applications will be accepted. ❖ Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful. ❖ Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates ❖ <i>Canvassing either a Councillor or any municipal official for this position automatically disqualifies the candidate.</i>
Applications should be directed to	The Municipal Manager: Mr T.L Mkhwane; Private Bag X136; Trompsburg; 9913
Enquiries with regard to these positions should be directed to	Mr. Fezile Wetes Manager: Human Resources Management Telephones: 051 713 9325
Closing Date for Applications	24th February 2012
Municipal Manager	Mr. T.L Mkhwane