

NKANGALA DISTRICT MUNICIPALITY

MEMBER OF THE SHARED AUDIT AND PERFORMANCE COMMITTEE X 1

WORK STATION: Nkangala District Municipality • **TERM OF OFFICE:** 3 Years • **Post Level:** N/A

SALARY: Person appointed to the Audit Committee will be remunerated at rates approved by the municipal council and in line with National Treasury circular 65 on remuneration of non-official member. **QUALIFICATION REQUIREMENTS:** *A relevant degree or equivalent qualification in the fields Law or Engineering field. Engineering qualification in Civil or Electrical (B-Tech Degree or BSc Degree in Civil or Electrical Engineering). *Registration with Law Society of South Africa (LSSA) and registration with the engineering Council of South Africa (ECSA) as the Technician, technologist or Engineer is also part of a minimum requirements. **EXPERIENCE REQUIREMENTS:** Applicants should at least have five years' experience in their field of study and at least 2 years' experience in public entities audits. **DUTIES:** To advise the municipal council, the political office bearers, the accounting officer and the management staff of the municipality on matters relating to: • Internal financial control and internal audits; • Risk management; • Accounting policies; • The adequacy, reliability and accuracy of financial reporting and information; • Performance management; • Effective governance; • Compliance with Municipal Finance Management Act(MFMA) No.56 of 2003, the Annual Division of Revenue Act and Division of Revenue Act any other applicable legislation; • Performance evaluation; and • Any other issues referred to it by the municipality or municipal entity; • Review the annual financial statements to provide the council of the municipality or, in the case of a municipal entity, the council of the parent municipality and the board of directors of the entity, with authoritative and credible view of the financial of the municipality or municipal entity, its efficiency and effectiveness and its overall level of compliance with this Act, the Annual Division of Revenue Act and any other applicable legislation; • Respond to the council on any issues raised by the Auditor-General in the audit report • Carry out such investigations into the financial affairs of the municipality or municipal entity as the council of the municipality, or in the case of the municipal entity, the council of the parent municipality or the board of directors of the entity, may request; and • Perform such other functions as may be prescribed.

CHIEF ACCOUNTANT (RE-ADVERT)

Work Station: Nkangala District Municipality • **SALARY:** R430 113.00/ R440 925.00/ R451 990.00 (**Plus:** Contribution to Medical Aid, Pension Fund, Group Life, Housing and Travelling allowance of 550km per month).

TERM OF OFFICE: Permanent • **Post Level:** 4/9

QUALIFICATION REQUIREMENTS: Grade 12, Bcom Degree (NQF 7) in Financial Accounting/ Financial Management Science. Compliance to Minimum Competency Regulations for Financial officials. Valid driver's license. **EXPERIENCE REQUIREMENTS:** A minimum of 3 years' experience in municipal environment relating to the duties of the vacancy. **Competencies:** • Advanced computer skills e.g. MS Office packages and financial accounting systems • Sound knowledge of technical and financial accounting • Sound knowledge of Local Government Legislation and Regulations • Be able to cope with tight deadlines and perform well under pressure • Be able to work long and extended hours • Be able to work independently and as part of a team • Effective time management • Sound planning and organisational skills • Excellent oral and written communication skills **DUTIES:** *Responsible for the legislative compliance of the Finance Department. *Responsible to be coordinator between District and local municipalities, and also between the District and other structures e.g. National & Provincial Treasury and relevant government structures. *Project Manager of Finance related projects. *Apply strict budget and financial control to ensure the implementation of the budget through monitoring control reports. *Assist with the compilation of annual budget in accordance with the Integrated Development Plan (IDP), key performance indicators and strategies of Council and subsequently provide the budget for compilation of the budget service delivery and implementation plans. * Apply strict financial control to ensure the implementation of accounting principles to financial transactions. * Maintain the standard chart of accounts and assist with compilation of financial statements in accordance with general accepted accounting practices and standards to ensure accountability. *Assist with compilation of the Annual Financial Statements in accordance with the applicable GRAP standards.

DRIVER/ VIP PROTECTOR TO THE EXECUTIVE MAYOR (RE-ADVERT)

DEPARTMENT: Office of the Executive Mayor • **DURATION:** Linked to the term of Office of the Executive Mayor

SALARY: R 567 871.00 p.a (Total cost to Company/ All-inclusive package) • **Level:** 5/9

REQUIREMENTS: NQF Level 4 Qualification. Firearm License for Business use. **EXPERIENCE REQUIREMENTS:** Valid EB Driver's License and Advanced Driving training (including and –ambush driver training. Physical and mental fitness with sober habits. Effective communication skills, No criminal record. Security Clearance Certificate. Fluent in English and at least one (1) indigenous language common to Mpumalanga and neighboring provinces. Smart and formal dress code. Knowledge of more than one indigenous language as well as knowledge of VIP Protection/ and or Bodyguard Training will serve as an added advantage. **DUTIES:** • Provide driving/ chauffeuring to the Executive Mayor in the discharge of his official duties. Always ensure fitness and maintenance of the vehicle of the Executive Mayor, including washing and cleaning. Report damage and/ or vehicle defects to the Office of the Executive Mayor. Maintain a proper record of trips undertaken by the Executive Mayor. Obtain trip authorization from the Office of the Municipal Manager at all times for the trips being undertaken. Ensure that the vehicle is properly registered.

NOTE: Nkangala District Municipality is a designated, equal opportunity, representative employer. It acknowledges its mandate to take affirmative action measures to ensure equitable representation of suitably qualified people from designated groups in all occupational levels and categories and promotes representivity based on race, gender and disability in Local Government through the filling of positions. Candidates whose appointment/transfer/promotion will promote the EE Targets and Goals of the Municipality will therefore receive preference. **Persons with disabilities and African, Indian, Coloured and White males are especially encouraged to apply**, although this does not suggest that the process of recruitment excludes members from non-designated groups.

NOTE: The successful candidate will undergo security and qualifications vetting and enter into an employment contract / performance agreement with the municipality and **will be subjected to a 6 months' probation period** and disclosure of financial interests, as requested, must be submitted. Correspondence will be limited to short-listed candidates.

Applicants should submit an application letter, detailed CV together with certified copies of qualifications and identity document, as well as the completed, prescribed NDM General Application Form for Employment (available from the Municipal Offices or can be printed from Council's web site "www.nkangaladm.gov.za"), and send it to: The Municipal Manager, Ms M M Skosana, PO Box 437, Middelburg, 1050, Mpumalanga or Hand deliver the application to the Municipal Offices at 2A Walter Sisulu Street, Middelburg, Mpumalanga, Corporate Services Human Resource Office B21, Ground Floor. Nkangala District Municipality reserves the right not to fill any of the positions. No faxed or e-mailed applications will be accepted.

Enquiries: Ms Hlengiwe Nkosi: 013 249 2082 **Closing date: 19 August 2019 at 16H30**



MM SKOSANA - MUNICIPAL MANAGER