

LETSEMENG LOCAL MUNICIPALITY



VACANCIES

Letsemeng Local Municipality with its head office in Koffiefontein hereby invites suitably qualified candidates to apply for the following vacancies within the Budget and Treasury Office:

1. MANAGER ACCOUNTING SERVICES

Remuneration: R255 419 – R287 574 per annum. Other benefits applicable to local authority (i.e. pension/provident fund; medical aid; 13th cheque) will be paid subject to certain condition including car allowance.

Requirements: •B. Degree in Financial Accounting or BTech in Cost and Management Accounting or equivalent (NQF 6) qualification in the field of Accounting or Local Government Finance •Thorough understanding of GRAP standards and legislation applicable to local government •At least 3-5 years' experience in AFS compilation •Meeting Minimum Competency levels in terms of Gazette 29967 will be an added advantage Thorough understanding of legislation applicable to local government •Valid Code 08 Driver's License •Computer literacy and understanding of Excel Spread sheets.

Responsibilities: •Support the CFO through the provision of timely and accurate flow of financial and other operational information •Design and maintain internal financial control measures and systems •Performing year-end balancing of the accounting records and compile annual financial statements in line with the GRAP standards •Manage the statutory audit process with the Internal Auditor and attend to audit queries raised by the Auditor General •Co-ordinate and interact with external auditors and make information, supporting documentation and proof of approvals available to guide specific recordings, adjustments and allocations of income and expenditure within the municipality •Providing support with regard to consolidation of income and expenditure transaction information to facilitate the preparation and compilation of annual financial statements •Manage the cash flow and investments of the municipality.

2. BUDGET AND REPORTING OFFICER

Remuneration: R211 273 – R226 854 per annum. Other benefits applicable to local authority (i.e. pension/provident fund; medical aid; 13th cheque) will be paid subject to certain condition including car allowance.

Requirements: •B. Degree or equivalent (NQF 6) qualification in the field of Accounting or Local Government Finance •At least 3-years' experience in budget management •Meeting Minimum Competency levels in terms of Gazette 29967 will be an added advantage •Thorough understanding of legislation applicable to local government •Valid Code 08 Driver's License •Computer literacy and understanding of Excel Spread sheets.

Responsibilities: •Compile multi-year annual and adjustment budget •Ensure the implementation of budget reforms as envisaged by the MFMA and National/Provincial Treasury •Monitor implementation of the annual budget in line with the approved SDBIP •Co-ordinate inputs on multi-year budget process •Ensure alignment of the IDP with the annual budget •Compile SDBIP for the Budget and Treasury Office and monitor implementation •Compile in-year monitoring reports on the annual budget •Assist with compilation of the annual financial statements •Ensure compliance to the MFMA and annual DoRA •Preparing statistics reports depicting short to medium-term expenditure and revenue trends.

3. ASSET CONTROL PRACTITIONER

Remuneration: R211 273 – R226 854 per annum. Other benefits applicable to local authority (i.e. pension/provident fund; medical aid; 13th cheque) will be paid subject to certain condition including car allowance.

Requirements: •B. Degree or equivalent (NQF 6) qualification in the field of Accounting or Local Government Finance •At least 3-years' experience in asset management field •Meeting Minimum Competency levels in terms of Gazette 29967 will be an added advantage •Thorough understanding of GRAP standards and legislation applicable to local government •Valid Code 08 Driver's License •Computer literacy and understanding of Excel Spread sheets.

Key responsibilities: •Develop, manage and control the asset register and manage assets to ensure the proper identification and safe guarding of assets and to prevent the misuse and loss of assets •Ensure proper calculation of depreciation and revaluation of assets •Approving the transfer of assets from one department to another •Ensure newly acquired assets are properly identified •Ensure that updated information is provided to the insurance broker for yearly review of premiums •Liaise with the SCM Unit regarding disposal of obsolete assets •Perform regular inspections to ensure that all purchased assets are entered in the AR •Do a physical count and inspection of all movable assets on a bi-annual basis.

4. SUPPLY CHAIN MANAGEMENT PRACTITIONER

Remuneration: R211 273 – R226 854 per annum. Other benefits applicable to local authority (i.e. pension/provident fund; medical aid; 13th cheque) will be paid subject to certain condition including car allowance.

Requirements: •A relevant three-year Degree or equivalent (NQF 6) qualification •Meeting Minimum Competency levels in terms of Gazette 29967 will be an added

advantage •A formal SCM qualification would be an added advantage •Managerial experience in a centralized stores and provisioning administration (procurement) environment, with specific reference to the Local Authority Government •An in-depth working knowledge of the Preferential Procurement Policy Framework Act, Act 5 of 2000 •Valid Code 08 Driver's License •Computer literacy and understanding of Excel Spread sheets.

Responsibilities: •Responsible for procurement in line with the SCM policy and relevant legislation •Head the Supply Chain Management Unit •Responsible for the overseeing and implementation of procedural guidelines relating to procurement, financial accounting and relevant administration •Maintain the current policies with regard to asset disposal •Manage / handle all administrative tasks pertaining to the bidding process in order to ensure proper SCM processes.

Applications consisting of a comprehensive CV and covering letter, driver's license and certified copies of qualifications should be posted to:

The Municipal Manager
Letsemeng Local Municipality
Private Bag X 3
KOFFIEFONTEIN
9986

Faxed, e-mailed or late applications will not be accepted. If you are not contacted within three months after the closing dates, please consider your application as unsuccessful.

All enquiries may be directed to the Chief Financial Officer at 053 205 9200 (9214).

Closing date: 01 July 2011

Mr. IE Pooe
Municipal Manager