



## **EXTERNAL ADVERT**

The Mkhambathini Municipality hereby invites suitable qualified applicants to - apply for the following position:

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### **DEPARTMENT: BUDGET AND TREASURY OFFICE**

### **ACCOUNTANT BUDGET AND REPORTING (PERMANENT POSITION)**

**REMUNERATION: R318 025.08** Per annum (Task Grade 12 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

### **MINIMUM REQUIREMENTS**

- Grade 12
- National Diploma in Finance Management / Accounting, Taxation diploma (NQF 6),
- Code 8 Valid driver's license
- 2-3 years' experience in Finance Department .
- Fully computer literate (Ms Office. Ms word Ms excel and PowerPoint)
- Good communication skills both Verbal and written in English and Isizulu.

### **KEY PERFORMANCE AREAS**

- Preparing monthly, Quarterly, biannual, and annual reports (Section 52(d), 71, 72 Reports) to both NT and PT.
- Preparing A, B and C schedules including the relevant supporting Tables and submit to both NT and PT.
- Producing budget related reports in compliance with MFMA reporting requirements and submit to the CFO and PT and NT and ensuring general compliance with the MFMA in budget matters.
- Preparations of Bi-Annual and Annual Financial Statements.
- Ensure compliance with MFMA requirements (section 75) and MBRR.

- Monitor monthly expenditure and income actual against budget values, and record information that may influence future expenditure patterns and the budget itself. Report variations to council via budget if any.
- Ensure reporting requirements and information explaining detailing expenditure sequences and trends are co coordinating and dissemination to support training and procedural evaluation process.
- Performs the duties for the implementation of budgeting by plan the budget process, preparing service budgets, co-ordinate Council budget, modelling, prepare forecasts and options, understand methods of budgeting, monitor the budget process, prepare, and implement budget guidelines and draft the operating budget. To advice on evaluation and monitor budget for all sections and checking availability and correctness of vote numbers before procurement can take place.
- Participating in the development of sound budgetary planning and controls, by exercising budgetary controls to avoid overspending and correctness hereof.
- Analyzing the implementation of the budget and expenditure patterns, and analyzing and preparing monthly budget versus actual expenditure reports

Application form (available at the municipal website, Reception and HR Office ), together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.**

**Closing date 31 January 2022 Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.**

Enquiries regarding the post can be directed to Ms. P.N. Ndlovu. Manager:  
Human Resources at 0317859345.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative  
Action Programme which is non-racist, non-sexist and based on merit.



**MR. S. MNGWENGWE**  
**MUNICIPAL MANAGER**



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### **DEPARTMENT: CORPORATE SERVICES**

### **ICT ADMINISTRATOR - (CYBER CADET) -Permanent position**

**REMUNERATION: R202 670.64** Per annum (Task Grade 09 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

### **MINIMUM REQUIREMENTS**

- Grade 12 and CompTIA accredited A+ Certification (N+will be an added advantage).
- Provable, practical skills, knowledge and experience of computers, word processing, Internet and e-mail.
- Basic understanding of maintaining and troubleshooting Windows 7 operating system software, PC and printer hardware (working on Windows 8.1 will be an added advantage).

### **KNOWLEDGE SKILLS AND COMPETENCY**

- Excellent interpersonal skills .
- Excellent verbal and written communication skills.
- Have ability to operate independently.
- Qualification and work experience in a library environment will be an added advantage.
- Willingness to work according to set library hours, including Saturdays.
- A driver's license is a recommendation.

- Candidates will be expected to complete a practical test, and anyone with the pass rate under 40% will not be employable.

### **KEY PERFORMANCE AREAS**

- Provide advice to library users.
- Conduct ICT training for public library users.
- Ensure that ICT hardware, software and network connectivity are maintained.
- Ensure adherence to ICT policies and guidelines.
- Provide support to the librarian on the usage of ICT.
- Assist individual library users with basic computer skills (OPAC, Internet, e-books, and other electronic media, etc.)
- Maintain ICT hardware in the library and update software and antivirus programmes on all computers.

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