



INTERNAL ADVERT

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

DEPARTMENT: COMMUNITY SERVICES

SECRETARY-TG7 (PERMANENT POSITION)

REMUNERATION: R167 712.36 Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12
- Administrative Diploma /Secretarial Diploma / Diploma in Public Management/National Diploma in Office Management and Technology.
- 1-2 years relevant Secretarial/ Administrative experience.

KNOWLEDGE SKILLS AND COMPETENCY

- Be computer literate with a proficiency in Ms office software applications.
- Have ability to operate independently.
- Have good office management.
- Possess knowledge on secretariat services.
- Have ability to deal with confidential information.
- Have excellent interpersonal skills.

KEY PERFORMANCE AREAS

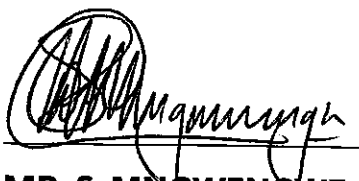
- Coordinate the day-to-day activities of the Director: Community Services
- Coordinate logistical arrangements of meetings (bookings, accommodation etc) including submitting claims for Subsistence and Travelling and updating diaries.
- Handle all calls, faxes, e-mails and visitors on behalf of the Director.
- Coordinate and control all incoming and outgoing correspondences.
- Type all correspondences, minutes, reports and documents.
- Liaise with employees/staff reporting to the Director: Community Services.
- Be responsible for events planning for departmental functions.
- Assist in arrangements with regards to meetings and functions of the Community Services Department.
- Perform other duties as directed by the Director: Community Services

Application letter (clearly stating the position you are applying for), 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 14 April 2023 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



EXPERIMENTAL ADVERT

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

DEPARTMENT: BUDGET AND TREASURY OFFICE

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME, MFMIP

24 MONTHS CONTRACT

REMUNERATION: R100 000 pa all inclusive

MINIMUM REQUIREMENTS:

- The candidate should hold as a minimum, a three-year Bachelor's Degree or National Diploma with majors in Accounting, Economics, Finance, Risk Management and/or Auditing
- The intern will sign both an employment contract and an internship agreement. The purpose of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures of the municipality.
- The candidate must be between the ages of 21 and 35.
- The successful candidate (s) will be given every opportunity to learn from allocated mentors, supervisors and coaches within the unit but will also be enrolled in the Municipal Finance Management Programme to be compliant with the issued National Treasury minimum competency levels. Successful candidates will not be allowed to enroll in other private programmes except for those identified for their training and development within the municipality until completion of the internship programme.

INTERNSHIP OVERVIEW:

- The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms.
- The programme has a logical training sequence that builds on the skills and competencies acquired during Tertiary training.
- It ends with a qualification in Municipal Finance Management in line with the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007.

ACCOUNTANT BUDGET (PERMANENT POSITION)

REMUNERATION: R333 608.28 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 Management, Taxation diploma
- Code 8 Valid driver's license
- 2-3 years' experience in Budget and reporting section.
- Fully computer literate (Ms Office. Ms word Ms excel and PowerPoint)

KNOWLEDGE SKILLS AND COMPETENCY

- Displays an ability to collect, review and analyse information, identify trends and report on them.
- The ability to gather information, analyze issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications.

- Good interpersonal and communication skills (written & verbal).
- Ability to work under pressure.
- Clear understanding of MFMA and MSCOA

KEY PERFORMANCE AREAS

- Preparing monthly, Quarterly, biannual, and annual reports (Section 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. Preparing Interim and annual AFS using Caseware.
- Producing budget related reports in compliance with MFMA reporting requirements and submit to the CFO and PT and NT. and also ensuring general compliance with the MFMA in budget matters.
- 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 also 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

KEY PERFORMANCE AREAS

- Facilitate and provide administrative and political support to the Executive Mayor with regard to all functions in the Executive Mayor's Office
- Oversee the development and implementation of strategies and operational policies in the office of the Executive Mayor in terms of legislation, Council policies and procedures.
- Prepare, manage and control the annual operational budget of the office of the Executive Mayor, ensuring the effective and efficient functioning of the Office within the budgetary constraints of the Council
- Manage all staff in the Office of the Executive Mayor to ensure efficiency and effectiveness in the office Deal with all correspondence in the office of the Executive Mayor
- Provide communications services to the Executive Mayor including speech writing and the management of any Mayoral social media platforms.
- Organise and prepare for media briefings and interviews in liaison with the municipality's Communications department.
- Manage the arrangement of all Mayoral Events and Projects and drafting of all necessary internal and external reports and presentations.
- Analyzing and attending to the preparation of responses to general correspondence received from the public pertaining to services and/ or queries and/ or local, provincial and state departments.
- Service as liaison between the Office of the Executive Mayor and the Administration

DEPARTMENT: OFFICE OF THE MM

MANAGER -POLITICAL SUPPORT

REMUNERATION: R422 889.00 PER ANNUM

(THE DURATION OF THE TERM OF THE CONTRACT IS LINKED TO THE TERM OF POLITICAL OFFICE BEARERS)

MINIMUM REQUIREMENTS

- Grade 12
- National Diploma /Degree in Public Administration or Public Management or equivalent.
- Code 8 Valid driver's license
- 2-3 years' relevant administration experience
- Fully computer literate (Ms Office. Ms word Ms excel and PowerPoint)
- Good communication skills both Verbal and written in English and Isizulu.

KNOWLEDGE SKILLS AND COMPETENCY

- The ability to establish and maintain productive relationships with people within and outside of the Municipality.
- The ability to gather information, analyze issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. .
- Ability to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the public service and to adhere to codes of good corporate governance.
- The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimizing their talent.
- Good interpersonal and communication skills (written & verbal).
- Ability to work under pressure.

DEPARTMENT: COMMUNITY SERVICES

EPWP OFFICER -PERMANENT POSITION

REMUNERATION: R282 597.84 Per annum (Task Grade 11 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- . Grade 12 or National senior certificate
- Diploma in Project Management /Business Management or equivalent, Bachelor's Degree in social science will be an added advantage.
- 2 - 3 years' experience in administration preferable in EPWP administration.
- Code B, driver's license.

KNOWLEDGE SKILLS AND COMPETENCY

- Displays in depth knowledge of the EPWP project.
- General understanding of local government systems, procedures, and processes in EPWP.
- Has the ability to identify problems and analyse all factors that influence the solution on EPWP
- Good interpersonal and communication skills (written & verbal).
- Ability to work under pressure.

KEY PERFORMANCE AREAS

- Provide technical input on projects selection and planning to ensure that projects are labour-intensive compliant and that EPWP principles are adhered to.
- Provide technical input of the designing of contracts and monitoring of projects/programmes implemented under the EPWP.
- Managing the implementation of the EPWP by ensuring the attainment of set targets by the National Department of Public Works on the creation of work opportunities in terms of the Protocol Agreement.
- Ensuring that projects capacity building and training requirements are in line with National Governments guidelines and the Code of Good Practice for Special Public Works Programme.

- Development and implementation of the municipal EPWP policy strategy document, monitoring and review
- Overall EPWP contract administration, coordination of the administration of Service Level Agreements (SLAs) and Protocol Agreements PA).
- Oversee to the EPWP project Audit function as required by the National Department of Works.

Application letter (clearly stating the position you are applying for), 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 26 April 2023 Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

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