



## **INTERNAL ADVERT**

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

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

### **PRINCIPAL CLERK -BUDGET (PERMANENT POSITION)**

**REMUNERATION: R176 768,88** Per annum (Task Grade 07 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
- 1-2 years' experience in Finance section.
- Fully computer literate (Ms Office, Ms word, Ms excel and PowerPoint)

### **KNOWLEDGE SKILLS AND COMPETENCY**

- Basic working knowledge of applicable local government legislation (e.g. MSA, MFMA, and others as applicable).
- Good interpersonal and communication skills (written & verbal).
- Ability to work under pressure.
- Basic understanding of MSCOA

## KEY PERFORMANCE AREAS

- Processing transactional data referring to specific transactional documentation and recordings, attending to amendments/ adjustments and the posting of transactions to specific accounts.
- Processing of invoices of other grant funded projects and ensure implementation and monitoring is adhered.
- Maintaining grant investment information and record keeping system, filing transactional documentation, notification, and correspondence in alpha-numeric/ chronological sequence and/ or retrieves information to support query resolution.
- Compiles tables of revenues and expenses to show current budget status.  
Writes justifications for overrun or underrun of budget estimates.

Application form (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 30 January 2024. 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**