



INTERNAL ADVERT

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

DEPARTMENT: BUDGET AND TREASURY OFFICE

PRINCIPAL CLERK -BUDGET (PERMANENT POSITION)

REMUNERATION: R206 239.92 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.

PRINCIPAL CLERK: ASSETS MANAGEMENT

REMUNERATION: R206 239.92 Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- A 3 Year National Diploma or B-Degree in Commerce, Logistics, Supply Chain Management, Finance or Accounting.
- At least 3 years' local government experience of which one year must be functional experience in assets.
- Incumbent must have a valid Driver's licence and must be Computer Literacy
- Knowledge of Pastel accounting will be an added advantage
- Municipal Finance Management Act and Treasury Regulations on Assets Management
- Understanding of Municipal Asset Management Policies

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

- Verify assets and record them in the Province asset register
- Execute the disposal of assets in line with the Municipal policies and procedures
- Responsible for acquisition of assets in the Municipality
- Monitor the operational performance and maintenance of assets in the Municipality
- Labelling new assets in their specific location with bar coded identification tags and monitoring the assets movements and disposal.
- Maintaining asset records and details in the asset register and checking the status of the documentation submitted for the asset recording and control purposes.
- Administrative support in compilation of the monthly reports and reconciliations as required

PRINCIPAL CLERK: EXPENDITURE

REMUNERATION: R206 239.92 Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENT

- Grade 12
- National Diploma in Finance Management / Accounting Management
- Code 8 Valid driver's license
- 1-2 years' experience in Finance section.

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

- Receiving and verifying relevant documentation (tax invoices, payment vouchers) for services rendered and ensuring that supporting documents have been attached.
- Check for correctness and accuracy of source payment documentation received by Supply Chain Management and verify compliance therein
- Capturing of payment vouchers through checking authorization for orders, that a Goods Received Note (GRN) has been attached and invoice has been signed by the Manager, processing the payment voucher and coding according to the vote number in the cheque requisition, and capturing the payment voucher in the financial management system.
- Creating an excel spread sheet according to votes for the Expenditure section for further processing and payments.
- Capture the approved payment voucher onto the banking system and for approval

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 or
Recruitment@mkhambathini.gov.za**

**Closing date 25 September 2026. 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. N. Ziqubu: 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**