



KGATELOPELE MUNICIPALITY

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT PERMANENT/ FIXED TERM POSITIONS

POST: FINANCIAL INTERNSHIP X1 (FIXED TERM 24 MONTHS)
DEPARTMENT: BUDGET & TREASURY OFFICE

REFERENCE NO: KLM 01 2023/2024) ANNUAL REMUNERATION WIL BE R 108 000.00

REQUIREMENTS AND QUALIFICATIONS:

- Grade 12 and B Com Accounting/Finance/ or National Diploma in Accounting/Finance or equivalent qualification.
- Sound understanding of computer literacy, e.g., MS Word, Excel, PowerPoint, etc.
- Strong work ethic and enthusiasm to learn various components of financial management.

KEY PERFORMANCE AREAS:

- Assist in developing financial policies and procedures, compile financial statements and management reports, compile the annual budget, control and manage municipal bank accounts and investments, assist in the management of debtors and credit control processes, analyses reconciliations and finances, effectively manage the supply chain and manage assets and liabilities.



POST: DEPUTY CHIEF FINANCIAL OFFICER (PERMANENT)
DEPARTMENT: BUDGET & TREASURY OFFICE

REFERENCE NO: KLM 02 2023/2024) ANNUAL REMUNERATION WIL BE R 627 654.00 (TASK 16)

REQUIREMENTS AND QUALIFICATIONS:

- Grade 12 and B.COM in Financial Management / Accounting / Economics
- 3-4 Years' Experience Financial Management Experience in Local Government
- Valid Driver's License
- Added Advantage to be GRAP Compliant

KEY PERFORMANCE AREAS:

*Overall management of the Finance Department to assist the Chief Financial Officer in discharging the financial management duties in accordance with the municipal legislative and regulatory framework • Management of Budgeting, Supply Chain, Income, Expenditure and Assets as Reporting Units • Performing financial analysis of the Municipality to identify its status regarding financial viability and sustainability • Supporting management to submit to Auditor General such information returns documents explanation and motivations on finances as may be prescribed or required • Financial reporting which included amongst other reports the preparation of Annual Financial Statements (AFS) and supporting registers to the Annual Financial Statements • Advising all staff and departments on the requirements of the applicable accounting standards (GRAP) and the relevant accounting transactions • Performing the planning, quality time and resource management in respect of financial month and year-end closure procedures, developing and implementing accounting policies in alignment with applicable accounting standards • Developing expenditure controls and co-ordinate the implementation of payment system that ensure that all transaction are authorized appropriately and payments are made within the applicable legislative time frames • Reviewing of the Commitments and Retentions systems and registers for accuracy and completeness • Playing an active role in Risk and Change Management on Accounting and Reporting • Ensure financial management. • Providing leadership to staff and management within all units in the finance section.



POST: RISK MANAGEMENT / OCCUPATIONAL HEALTH & SAFETY OFFICER(PERMANENT)
DEPARTMENT: MUNICIPAL MANAGERS OFFICE

REFERENCE NO: KLM 03 2023/2024) ANNUAL REMUNERATION WIL BE R 273 668.00 (TASK 10)

REQUIREMENTS AND QUALIFICATIONS:

- Grade 12 and B. Com or National Diploma in Financial Management/ Economics/ Accounting/ Auditing.
- Computer literate
- Knowledge of Municipal Legislation, including the MFMA
- Valid driver's license
- 2-3 years relevant experience
- Health and Safety Certificate will be an added advantage.

KEY PERFORMANCE AREAS:

*Develop and implement the Municipality's Risk Management program • Ensure risk identification, assessment and response and control implementation are done effectively and give advice to the Risk Management Committee, and management on the risk strategy and control measures to mitigate risks.
* Ensure continued compliance and monitoring by management and reporting by the Audit and other compliance functions. • Participate in the coordination of training and education on Risk Management • Identify and discuss Organisational risk issues, evaluating and making follow-ups on progress made in managing the risks. • Implement adequate and effective Fraud Prevention Plan through discipline, fraud investigative process to determine irregularities, fraudulent, financial misconduct, malpractices and any form of non-compliance with legislative requirements and corrupt activities including conducting fraud prevention awareness and campaigns for the health and safety of employees at work. The protection of persons other than employees at work against hazards to health and safety arising out of or in connection with the activities of persons at work, to worked with the advisory council for occupational health and safety; and to provide for matters connected therewith.



POST : ACCOUNTANT ASSETS & LOGISTICS MANAGEMENT (PERMANENT)
DEPARTMENT: BUDGET & TREASURY OFFICE

REFERENCE NO: KLM 04 2023/2024) ANNUAL REMUNERATION WIL BE R483 523.00(TASK 14)

REQUIREMENTS AND QUALIFICATIONS:

- Grade 12 and B. Com Degree / National Diploma in Financial Management / Accounting /Economics
- 3-4 years' experience in a similar working environment.
- Certificate Programme in Municipal Finance Management and Supply Chain Management or enrolment towards the certificate will be an added advantage
- Driver's License

KEY PERFORMANCE AREAS:

* Give input into the development of asset disposal management policies, processes, and procedures, and provide effective technical support required.
*Prepare cost-benefit analysis, record, report asset disposal transactions for financial records, and provide feedback to the Deputy Chief Financial Officer.
*Plan, organize, and advertise all the recommended and approved non-economical assets identified for disposal readiness to ensure accurate accounting records, transparency, and competitiveness, act as Secretariat for Disposal Committee meetings * Ensure that policies and procedure implementation is monitored and evaluated on a regular basis in line with the Municipality audits. *Maintain effective internal controls to ensure accurate transactions by following Municipal policies on assets and logistics management and that they are accurately reflected in the annual financial statements. *
Co-ordinate and control tasks/activities associated with personnel performance, productivity and discipline. *Compilation of Audit File on all assets Purchased and disposed of during the year *Prepare an accurate asset at financial year-end and update it on a regular basis throughout the year By coordinating and facilitating the process of asset counts. Lead the asset team in the finance unit to ensure the unit is functioning properly and Effectively. Have thorough knowledge on asset depreciation, accumulated depreciation, residual values and impairments and knowledge on determination Of fair value of assets in accordance with the relevant GRAP accounting standards.



POST: INFORMATION TECHNOLOGY TECHNICIAN (PERMANENT)
DEPARTMENT: CORPORATE SERVICES

REFERENCE NO: KLM 05 2023/2024) ANNUAL REMUNERATION WIL BE R273 668.00 (TASK 10)

REQUIREMENTS AND QUALIFICATIONS:

- Grade 12 and National Diploma: IT / Higher Certificate IT / N4-N6 National Certificates.
- Added advantage Microsoft Certified Systems Administrator / Relevant PC courses / A+ and Network Certification
- Driver's License
- 2-3 years relevant experience.

KEY PERFORMANCE AREAS:

*First level technical support in the Information Technology Technician Unit in the operational area of the Municipality for users with respect to Hardware, Software, Networking, Telecommunications and Multimedia systems. ▪ Installation and maintenance of hardware, operational software and network infrastructure to ensure that computer capacity can be optimally utilised for the execution of functions. ▪ Research and administrative functions
▪ Data backup and security. ▪ Installation and maintenance of network infrastructure. ▪ Installation and maintenance of operational software ▪ Installation and maintenance of hardware.

FINANCIAL INTEREST;

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable is required.
- No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted.



Applications can be posted to The Municipal Manager
Attention: Adv. W Blundin
Kgatelopele Municipality
P.O. Box 43
DANIELSKUIL
8405

OR CAN BE HAND DELIVERED AT:

Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Senior Human Resource Management Officer Ms. Maricia Pienaar **(053) 384 0101** during office hours between 07:30 am – 16:45pm Monday to Thursdays and Fridays till 15:30pm.

CLOSING DATE: 03rd August 2023 at 12:00pm