



SEKHUKHUNE
District Municipality

Private Bag X8611 Groblersdal 0470, 3 West Street Groblersdal 0470
Tel : (013) 262 7300, Fax: (013) 262 3688
E-Mail : sekinfo@sekhukhune.co.za

EXTERNAL / INTERNAL ADVERT

DEPARTMENT : Budget and Treasury

POST : Accountant Expenditure X1

DURATION : Permanent

SALARY : R1,038,629.47 per annum (Including benefits)

PLACE OF WORK : Sekhukhune District Municipality

REQUIREMENTS: A relevant 3 year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. Computer literacy: Ms Office. **EXPERIENCE:** 2-5 Years relevant experience required.

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Working knowledge and experience of applicable local government legislation (e.g. MSA, MFMA, and others as applicable).

SUMMARY OF CORE FUNCTIONS: Aware of and able to apply the principles of GRAP; • Calculates and interprets basic accounting ratios; • Understands the limitations of accounting data as a basis for management action; • Uses techniques such as time series and index numbers to interpret accounting data; • Monitors and controls cash receipts and payments in compliance with cash management policies; • Evaluates different debt collection methods.

DEPARTMENT : Budget and Treasury
POST : Logistics Officer X1
DURATION : Permanent
SALARY : R506 986. 87 Per Annum (excluding benefits)
PLACE OF WORK : Sekhukhune District Municipality

REQUIREMENTS: National Diploma in Financial Management/Accounting (NQF Level 06) **EXPERIENCE:** 2 Years relevant experience required

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Legislations governing local government, high degree of confidentiality and strong research background will be an added advantage. **SUMMARY OF CORE FUNCTIONS:** Monitor the delivery of inventory by the services provider, Maintain quality and quantity of goods as per order and specification, Attend to the return of any unsuitable items delivered and the claiming of refunds, Coordinate recording of stock items on bill card and capturing of stock onto system, Monitor that all stock items are easily identifiable with a unique bar-code.

DEPARTMENT : Budget and Treasury
POST : Cashiers X5
DURATION : Permanent
SALARY : R269,024.12 Per Annum (excluding benefits)
PLACE OF WORK : Sekhukhune District Municipality

REQUIREMENTS: Diploma in Accounting/Financial Management **EXPERIENCE:** 0-6 Months relevant experience required. **SKILLS, KNOWLEDGE, AND UNDERSTANDING:** knowledge of all legislations governing local government, computer literacy **SUMMARY OF CORE FUNCTIONS:** Check all incoming payments in terms of correctness and completeness, Receipt cash and cheque payments and issue receipts manually or via the system, Capture the relevant receipts onto cash draw system, Receipt stop order payments made by consumers into the bank account to the correct account for the correct amount as stated on the bank statement to ensure

payments are allocated correctly, Enter the receipt numbers for the stop orders (ACB) into the stop order register, File all source documents that have accompanied payments.

DEPARTMENT : BUDGET AND TREASURY

POST : EXPENDITURE CLERK X1

DURATION : PERMANENT

SALARY : R315,204.63 Per Annum (Excluding Benefits)

PLACE OF WORK : Sekhukhune District Municipality

REQUIREMENTS: National Diploma in Financial Management/Accounting, (NQF Level 06) **EXPERIENCE:** 1-2 years relevant experience required. **SKILLS, KNOWLEDGE AND UNDERSTANDING:** Legislations governing local government, high degree of confidentiality and strong research background will be an added advantage. **SUMMARY OF CORE FUNCTIONS:** Check for correctness and accuracy of source payment documentation received by Supply Chain Management and verify compliance therein, Query documentation which does not comply with the Supply Chain Management Department or refer to immediate superior for appropriate action, Capture payments onto the financial system for approval by Manager, Run the voucher number following approval of the payment, print the voucher and arrange for approval, Capture the approved payment voucher onto the banking system and for approval

DEPARTMENT : BUDGET AND TREASURY

POST : REPORTING CLERK X1

DURATION : PERMANENT

SALARY : R315,204.63 Per Annum (excluding benefits)

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY

REQUIREMENTS: National Diploma in Financial Management/Accounting, (NQF Level 06) **EXPERIENCE:** 1-2 years relevant experience required.

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Legislations governing local government, high degree of confidentiality and strong research background will be an added advantage **SUMMARY OF CORE FUNCTIONS:** Extract trial balance and

produce financial reports on a monthly basis for distribution to Departments, produce monthly financial reports (Section 71) for submission for approval, capture monthly returns for submission to National and Provincial Treasury.

DEPARTMENT : BUDGET AND TREASURY

POST : CREDIT CONTROL OFFICER X1

DURATION : PERMANENT

SALARY : R506 986. 87 Per Annum (excluding benefits)

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY

REQUIREMENTS: National Diploma in Financial Management/Accounting, (NQF Level 06) **EXPERIENCE:** 2 Years relevant experience required. **SKILLS, KNOWLEDGE AND UNDERSTANDING:** Legislations governing local government, high degree of confidentiality and strong research background will be an added advantage **SUMMARY OF CORE FUNCTIONS:** Receipt and reconcile income transactional data, process transactional data referring to specific transactional documentation and recordings, attending to amendments or adjustments to specific accounts, execute procedures with respect to the receipting of rates and services related income, generating and forwarding printouts of payments and completing procedural forms

Enquiries: Ms. MP Senne or MB Mphaga (Tel: 013 262 777692/ 7415). There will be a need for signing of an employment contract, performance agreement and disclosure of financial interests and where necessary undergo screening, security vetting and competency assessment. Sekhukhune District Municipality is an equal opportunity, affirmative action employer. In the filling of these vacant posts, the objectives of s195(1)(i) of the Constitution of the Republic of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act 55 of 1998 as well as the relevant Human Resources prescripts of the municipality will be taken into consideration. It is our intention to promote representativity in terms of race, gender and disability. Applicants whose appointments will promote diversified representation will receive preference. In particular, women are encouraged to apply. The

appointment will be done in terms of the Local Government: Municipal Staff Regulations of 20 September 2021 read together with the Recruitment Selection and Appointment Policy of the municipality.

Applicants for these posts must submit fully completed official application form for employment available at municipality's offices or website (www.sekhukhune.gov.za) with their detailed curriculum vitae (CV), certified copies of academic qualifications, Identity Document (ID) as well as valid motor vehicle driver's licence (with applicable legal exceptions for persons with disabilities) to: **Mr. MM Kgwale, Municipal Manager, Sekhukhune District Municipality, Private Bag X8611, Groblersdal, 0470, Attention: Mr. Langa Kabini, Tel: 013 262 7727 or hand deliver @ Bareki Mall, Sekhukhune District Municipality, 3 West Street, Groblersdal on or before 25 March 2024.**

Late, faxed, e-mailed or applications not made on the official application form shall not be considered. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Failure to submit all the required documents shall render the application invalid. Sekhukhune District Municipality reserves the right not to make an appointment. Correspondence will be limited to successful candidates only. If you do not receive any response from us within three (3) months from the date of this advertisement, please accept that your application was unsuccessful. Canvassing Councillors or officials for the appointment is strictly prohibited and will automatically disqualify the applicant. Visit our website at (www.sekhukhunedistrict.gov.za).