

EXTERNAL ADVERTS

NKOMAZI LOCAL MUNICIPALITY



Nkomazi Local Municipality is an equal opportunity and Affirmative Action employer and it observes the requirements of the Employment Equity Legislation. The institution is a Category 5 Municipality, Malalane in Mpumalanga.

1. **DEPARTMENT** : Budget and Treasury
VACANCY : Accountant Expenditure
SALARY : Task Level 14 (Standard benefits apply includes Medical Aid, Pension Fund, UIF)

Minimum Requirements of the post:

- Grade 12;
- A relevant 3-year tertiary qualification, preferably a B.com degree or relevant National Financial Diploma;
- Computer literate in MS Office;
- 2 -5 Years relevant experience in finance;
- Incumbent has to be able to work under pressure
- Knowledge of VAT Act, MFMA and relevant GRAP standards
- Financial Skills
- Computer Skills – MS Word, Excel, Outlook & PowerPoint
- Good communication and interpersonal skills;
- Accuracy working with data;
- Good analytical and interpersonal skills;
- The candidate must meet the competency levels as stated in the regulation No. 45181 of 20 September 2021;

Duties:

- Capturing of Suppliers` invoices to the financial system after verifying the accuracy and validity of the invoice and other documents supporting the business transaction.
- Provide guidance to creditors clerks on the execution of expenditure operating procedures in terms of capturing, recording and processing of financial transactions.
- Prepare creditors reconciliations
- Prepare Bank reconciliations
- Assist in the preparation of VAT reconciliations and in availing the relevant supporting documents for VAT return purposes.
- Assist in submission of VAT returns to SARS and required supporting documents.
- Processing of journal entries on the financial system.
- Assistance with audit related queries during audit process and interacting with external and internal auditors.
- Assist with the preparation of working papers for audit purpose.
- Perform any other accounting Services functions in line with the MFMA.

2. DEPARTMENT : Budget and Treasury
VACANCY : Accountant Services
SALARY : Task Level 14 (Standard benefits apply includes Medical Aid, Pension Fund, UIF)

Minimum Requirements of the post:

- Grade 12;
- A relevant 3-year tertiary qualification, preferably a B.com degree or relevant National Financial Diploma;
- Computer literate in MS Office;
- 2 -5 Years relevant experience in finance;
- Incumbent has to be able to work under pressure
- Knowledge of VAT Act, MFMA and relevant GRAP standards
- Financial Skills
- Computer Skills – MS Word, Excel, Outlook & PowerPoint
- Good communication and interpersonal skills;
- Accuracy working with data;
- Good analytical and interpersonal skills;
- The candidate must meet the competency levels as stated in the regulation No. 45181 of 20 September 2021;

Duties:

- Collect, analyze source documents and financial data to ensure that all reporting is in compliance with VAT act, MFMA and GRAP reporting requirements.
- Review of invoices for tax compliance.
- Review of billing system reports for tax compliance.
- Preparation of the monthly Input and Output VAT schedules by collecting data, analyzing and investigating variances and summarizing data.
- Perform a test of customer invoices for accuracy and prepare schedule of non-compliant invoices and source from suppliers.
- Submission of VAT returns to SARS and required supporting documents.
- Performance of a monthly VAT reconciliation between VAT 201 returns submitted to SARS and general ledger.
- Processing of journal entries on the financial system.
- Assistance with the VAT related queries during audit process and interacting with internal auditors on any issues.
- Assist with the preparation of working papers files (Audit file) for audit purpose.
- Perform any other accounting Services functions in line with the MFMA.

3. DEPARTMENT : Office of the Municipal Manager
VACANCY : Graphic Designer
SALARY : Task Level 13 (Standard benefits apply includes Medical Aid, Pension Fund, UIF)

Minimum Requirements of the post:

- Grade 12;
- A relevant 3-year tertiary qualification, preferably Bachelor Degree/Diploma in IT and software development.
- Computer Literacy: MS Office, Photoshop, Corel-Draw etc
- Accuracy working with data;
- 3-5 years' experience in graphic design or related field

- Works independently and able to keep confidential information
- Communications literacy
- Code B driving license
- Incumbent has to be able to work under pressure
- The candidate must meet the competency levels as stated in the regulation No. 45181 of 20 September 2021;

Duties:

- Graphic Design
- Create visual elements such as logos, original images and illustrations to help deliver a message.
- Study and Clarify design briefs to determine requirements
- Plan activities within specific timeframes and then execute them according to plan.
- Execute any tasks aligned with the office and or as assigned by your immediate supervisor.

4. DEPARTMENT	: Corporate Services
VACANCY	: Manager; Information Communication and Technology (ICT)
SALARY	:Task Level 17 (Standard benefits apply includes Medical Aid, Pension Fund, UIF)

Minimum Requirements of the post:

- Grade 12
- A relevant three-year tertiary qualification, preferably a National Diploma/B Degree in Information Technology;
- 8 years or more relevant post qualifying experience covering all aspects of the Information and technology function of which 3 years should be at management level;
- Knowledge of computer hardware and software and programs, computer networks, networks administration and network installation, good interpersonal, written and verbal communication skills;
- Code B driving license;
- The candidate must meet the competency levels as stated in the regulation No. 45181 of 20 September 2021;

Duties:

- Leads the identification of communication opportunities and the design and management of influencing and communication strategies; and
- Develops communications policy for roll-out of IT systems, hardware and software.
- Leads the strategic application of information systems through the development or review of IT strategy to support business goals and the
- Development of plans to drive and manage that strategy; and
- Plans and implements organization-wide processes and procedures for the management of operational risk;
- Demonstrates an ability to develop technical strategy for the organization and to plan the rollout of appropriate systems;
- Manage methods and tools – ensuring that appropriate methods and tools for the planning, development, operation, management and maintenance of systems are adopted and used effectively throughout the municipality;
- Manage methods and tools – ensuring that appropriate methods and tools for the planning, development, operation, management and maintenance of systems are adopted and used effectively throughout the organization;

- To implement differing levels of operational services, plans and strategies to ensure that IT infrastructure and applications are functional;
- Control the computer systems budget and expenditures;
- Ensure technology is accessible equipped with current hardware and software;
- Monitor and maintain technology to ensure maximum access;
- Make recommendation about purchase of technology resources;
- Research current and potential resources and services;
- Provide network accounts and passwords as required;
- Monitor security of all technology;
- Advice staff of security breach and/or change in password or security status;

5. DEPARTMENT : Planning and Development
VACANCY : Manager: Integrated Human Settlement
SALARY :Task Level 17 (Standard benefits apply includes Medical Aid, Pension Fund, UIF)

Minimum Requirements of the post:

- Grade 12
- A relevant tertiary qualification preferably a B-degree in Public Administration & or equivalent;
- 8 years' experience or more including 2 years managerial experience;
- In-depth knowledge of applicable legislation, the operational strategies, applicable policies and governing legislation;
- Code B driving license;
- The candidate must meet the competency levels as stated in the regulation No. 45181 of 20 September 2021;

Duties:

- Facilitate and monitor implementation of housing projects.
- Providing advice on planning, public transport and human settlement policy objectives;
- Enhance housing policies and legislations;
- Ensure effective community consultation and conflict resolution;
- Liaise with the Provincial Department of Human Settlement on matters relating to human settlement projects.
- Demonstrates effective oral and presentation skills for complex and sensitive topics and issues;
- Lead, direct and manage staff within the unit so that they meet objectives;
- Ensure employees have clear role descriptions which are linked to overall strategic objectives of the unit; and
- Persuades political heads to adopt and implement resolutions / outcomes arrived at in Council meetings;
- Able to draft documentation necessary to initiate interdicts and eviction orders;
- Capable of high-level engagement with external Attorneys and advise on case progression.
- Demonstrates the ability to engage in high level meetings with SAPS, the Sheriff's office, and external contractors.
- Research current and potential resources and services;
- Displays specialist knowledge in areas of planning and has detailed knowledge of regional, provincial and national planning contexts; and
- Able to deal with high levels of complexity and ambiguity and is sought after to lead projects of regional and or national importance (urban renewal projects);
- Provides technical leadership to planners within the unit;

- Able to identify and analyze bottlenecks with existing policy implementation and make recommendation on amendments to bring about improvement;
- Able to conceptualize and formulate policy within the national and local government framework;
- Able to develop city-wide land use management policies, operational requirements and standardized processes and systems.

6. DEPARTMENT : Community Services
VACANCY : Manager: Waste Management
SALARY :Task Level 17 (Standard benefits apply includes Medical Aid, Pension Fund, UIF)

Minimum Requirements of the post:

- A relevant tertiary qualification, preferably a B degree in Environment and Natural Sciences/ B-Tech degree in Environmental Health/ National Diploma in Environmental Health or related qualification;
- Registration as an Environmental Health Practitioner with the Health Professions Council of South Africa for independent practice will be an added advantage;
- Computer literacy: MS Office
- Code B driving license;
- The candidate must meet the competency levels as stated in the regulation No. 45181 of 20 September 2021;

Duties:

- Acts as a Liaison person for Environmental Health within the Local Authority;
- Develops a communication strategy;
- Balances political views with organization needs when communication differing viewpoints on complex issues; and
- Markets and promotes the municipality to external stakeholders
- Monitors projects and programmes;
- Checks against standards and regulations and signs off on documents; and
- Accurately reviews documents and edits documents created;
- Plans tasks on a monthly and yearly basis for self and others;
- Prepares delegated plans for others on a weekly, monthly and yearly basis;
- Plan for the longer term (1 to 5 years) and consolidates input;
- Identifies and acts on opportunities with other departments in the municipality to achieve desired results;
- Develops partnership agreements that ensure win-win outcomes for all parties; and
- Interprets IDP and planning initiatives into specific project requirements;
- Assisting in the establishment of Solid Waste Sectoral Plans as informed by IDP;
- To ensure that waste management functions within the boundaries of the municipality are operated and maintained in an effective, efficient, economic and sustainable manner;
- Assist in project identification and submissions of funding applications where possible;
- Monitor budget spending on capital projects;
- Keep track of budget and expenditure incurred;
- Ensures implementation of new strategies based on research outcomes;
- Develop and manage an environmental health information system;
- Uses the information generated to measure performance against targets and goals; and
- Uses the information generated to develop strategies for improvement;
- Develops conceptual frameworks that guide analysis; and

- Draws sound conclusions based on a mixture of analysis and experience;
- Plans, develops, monitor and report on waste management activities from an Environmental Health related aspect;
- Manages stakeholders' expectations;
- Resolves complex client or customer complaints.
- Managing and coordinating the activities of the divisions within the municipality;
- Communicate in writing as appropriate to specific audiences;
- Display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises;
- Promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal;

7. DEPARTMENT : Office of the Speaker
VACANCY : Public Participation Coordinator
SALARY :Task Level 12 (Standard benefits apply includes Medical Aid, Pension Fund, UIF)

Minimum Requirements of the post:

- Grade 12;
- A relevant 3-year tertiary qualification preferably a B-Degree or National Diploma;
- Computer Literacy: MS;
- 3 to 5 years relevant experience;
- Accuracy working with data;
- Works independently and able to keep confidential information;
- Communications literacy;
- Code B driving license;
- Incumbent has to be able to work under pressure;
- The candidate must meet the competency levels as stated in the regulation No. 45181 of 20 September 2021;

Duties:

- Develops integrated plans for the work unit and others that interface with the department's budget;
- Attends to and manages multiple tasks and details by focusing on key priorities and delegation to others;
- Assists others to plan and organize their work;
- Manages conflict through a participatory transparent approach;
- Able to constructively engage with the line manager and submits own team's view / concerns / proposals;
- Provide support to the office of the Speaker;
- Develop community participation programs for political and administrative wings;
- Coordinate and facilitate inputs and feedback to communities;
- Provide secretariat services in all public activities of the municipality;
- Liaise with the community on municipal programmes;
- Ensure functionality, prepare and consolidate of ward committees report for the office of the Speaker;
- Facilitate outreach programmes for the municipality;
- Development and implementation of public participation strategies;
- Build capacity to the ward committees and public about functions and powers of local government;

- Investigate and advice on service delivery constraints.

8. DEPARTMENT : Budget and Treasury
VACANCY : Senior Accountant – Revenue Management
SALARY :Task Level 16 (Standard benefits apply includes Medical Aid, Pension Fund, UIF)

Minimum Requirements of the post:

- Grade 12;
- A relevant 3-year tertiary qualification, preferably NQF level 6 in Municipal Finance or relevant National Financial Diploma;
- 5 to 10 years in finance;
- Computer Literacy;
- Accuracy working with data;
- Works independently and able to keep confidential information;
- Communications literacy;
- Code B driving license;
- Incumbent has to be able to work under pressure;
- The candidate must meet the competency levels as stated in the regulation No. 45181 of 20 September 2021;

Duties:

- Assist in compiling the Annual Income Budgets;
- Assist in Year End final accounts and the related audit processes;
- Control valuation roll and reconciliation to rates income;
- Balancing and reconciliation of rates and services and miscellaneous revenue;
- Control of property transfers and registrations;
- Supervision of income division;
- Control and supervision of computer system and equipment;
- Control of posting transactions between consumers and rates system and general ledger
- Control of revenue cashbook;
- Control of credit control section;
- Control and managing pay points;
- Maintain and upgrading of revenue control system;
- Reconciliation of bank deposits for bank reconciliation purposes;
- Responsible of revenue archives and safekeeping;
- Meter discrepancies works order to Technical Department;
- Managing of the levying and updating of all debtors;
- Any other reasonable, municipal related tasks as instructed by the Manager of the section;
- Assist in the preparation of VAT reconciliations and in availing the relevant supporting documents for VAT return purposes;
- Assist in submission of VAT returns to SARS and required supporting documents;

9. DEPARTMENT : Social Services
VACANCY : Senior HIV/TB & Related Programmes Officer
SALARY :Task Level 16 (Standard benefits apply includes Medical Aid, Pension Fund, UIF)

Minimum Requirements of the post:

- Grade 12;
- A relevant tertiary qualification required with preference in a Diploma /Degree as General Nurse & Midwife;
- Registration with the SANC will be an added advantage; and
- Computer literacy: MS Office
- 3 to 5 years relevant experience;
- Accuracy working with data;
- Works independently and able to keep confidential information;
- Communications literacy;
- Code B driving license;
- Incumbent has to be able to work under pressure;
- The candidate must meet the competency levels as stated in the regulation No. 45181 of 20 September 2021;

Duties:

- To uses information technology to support patient care decisions and patient education; and
- To performs competently all medical procedures considered essential for the area of practice;
- To locates, appraises and assimilates evidence from scientific studies related to patients' health problems;
- Obtains and uses information about population from which patients are drawn; and
- Applies knowledge of study designs and statistical methods to the appraisal of clinical studies and other information on diagnostic and therapeutic effectiveness;
- To develops communications geared for various audiences;
- Able to read situations and interest positions and to respond appropriately;
- To communicates sensitive or controversial information effectively;
- Communicates effectively at all levels;
- Handles sensitive one-on-one discussions effectively; and
- Uses language and style to capture the attention of the audience;
- Coordinate and facilitate inputs and feedback to the relevant individuals;
- Liaise with the community on municipal programmes;
- Facilitate outreach programmes for the municipality;
- Development and implementation of HIV/TB strategies;

10. DEPARTMENT : Community Services
VACANCIES : Traffic Officers X 4
SALARY :Task Level 11 (Standard benefits apply includes Medical Aid, Pension Fund, UIF)

Minimum Requirements of the post:

- Grade 12;
- A relevant Diploma in Traffic Law and or Basic Training Qualification attained;
- Code EB Drivers License;
- No Criminal Record and
- Firearm Proficiency
- 2 -5 Years relevant experience;
- Incumbent has to be able to work under pressure
- Good communication and interpersonal skills;
- Good analytical and interpersonal skills;
- The candidate must meet the competency levels as stated in the regulation No. 45181 of 20 September 2021;

Duties:

- Patrol, enforcement and emergency response;
- Traffic control related duties;
- Takes a systematic approach to gathering information;
- Accident rescue duties and fire-fighting;
- Responds to challenges rationally, avoiding inappropriate emotions;
- Responds to calls promptly and effectively;
- Operational execution of duties within set legislative guidelines and in adherence to applicable legislation and procedures related to traffic;

11.DEPARTMENT : PLANNING AND DEVELOPMENT
VACANCY : SENIOR SPATIAL PLANNING SPECIALIST

Nkomazi Local Municipality is an equal opportunity and Affirmative Action employer and it observes the requirements of the Employment Equity Legislation

PLACE : Nkomazi Local Municipality - Malalane in Mpumalanga,
Category 5 Municipality
SALARY : Task Level 16 (Standard benefits apply includes Medical Aid, Pension Fund, UIF)

Minimum Requirements of the post:

- Grade 12;
- A relevant 3-year tertiary qualification, preferably an Honours Degree in Urban Design or equivalent Planning degree;
- Registration as a professional Planner added advantage
- Computer literate in MS Office;
- 5 -8 years relevant experience;
- Incumbent has to be able to work under pressure

- Good communication and interpersonal skills;
- Accuracy working with data;
- Good analytical and interpersonal skills;
- The candidate must meet the competency levels as stated in the regulation No. 45181 of 20 September 2021;

Duties:

- To translate the vision for the municipality into appropriate land use and spatial plans;
- Be able to create the context and policy content for planning zones and precincts;
- Formulate policy responses to define problems;
- Use innovative approaches and techniques and researches a range of information sources;
- Critical analysis and evaluate the impact of planning proposals on the municipality, and on municipal services plans;
- Sets strategic direction in the allocation of funding based on the utilization of cost/ benefit thinking to established IDP priorities;
- Display an in-depth knowledge of National Policy and Legislation impacting on municipal planning, and
- Display in-depth understanding of provincial and national planning programmes and priorities and is able to translate into planning initiatives for the municipality (PGDS and other programmes).

NOTE: Qualification and SA citizenship checks will be conducted on all shortlisted candidates.

Nkomazi Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply. Interested persons meeting the above-mentioned requirements are requested send application together with a detailed CV and certified copies of qualifications for the attention of the Acting Director Corporate Services, Private Bag X101, Malalane, 1320 or hand deliver applications at Nkomazi Local Municipality, 9 Park Street, Civic Centre, Malalane **on or before 07 November 2023 @ 16h00**. No late, faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Acting Director Corporate Services, Mr. AR Rana at (013) 790 0245 or 083 268 4457.

Please note: should you not hear from us within 30 days from the closing date, please consider your application unsuccessful. The municipality is an equal opportunity and affirmative action employer.

Mr. XT Mabila
Municipal Manager