

EMTHANJENI MUNICIPALITY



EXTERNAL / INTERNAL RE-ADVERTISEMENT

(All candidates that applied previously are encouraged to re-apply)

NOTICE NO: 36/2019

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: COMMUNITY SERVICES

1. Unit Manager: Hanover

Salary: R 407 225.00 – R 528 622.00 (Task Level 14)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

Key requirements

- Grade 12
- NQF Level 4
- 4 Years at supervisory level in municipal finance
- Communication skills
- Supervisory skills
- Basic Financial Accounting
- Insight in Financial Management System
- Sound human relations
- Computer Literacy
- Attention to detail
- Drivers' license Code B

Responsibilities:

- Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline.
- Responsible for training.
- Control and verify daily payments received.
- Control pre-paid payments.
- Control vehicle registration payments received.
- Do debtor reconciliations.
- Identify direct deposit.
- Assist with creditor reconciliations.
- Assist with insurance claims.
- Handle consumer complaints.
- Integration of receipts.
- Supervision of creditors

Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Director: Community Services, Mr HM Joka on 053 632 9100.

Closing date: 24 OCTOBER 2019 at 12h00

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000
Tel: (053) 632 9100**

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- Correspondence will be limited to short-listed candidates.

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**I VISSER
MUNICIPAL MANAGER
PO Box 42
De Aar
7000
Tel: 053 632 9100**