



ALFRED NZO
DISTRICT MUNICIPALITY
EXTERNAL ADVERTISEMENT
VACANT POSITIONS
NOTICE NO 09/2024/2025

Alfred Nzo District Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. *People with physical disabilities are encouraged to apply.*



Applicants are hereby invited from suitably qualified persons for the following position:

1. BUDGET AND TREASURY OFFICE

MANAGER GENERAL EXPENDITURE AND PAYROLL

TASK GRADE: 14

ANNUAL BASIC SALARY: R476 964.00 PLUS BENEFITS

**STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES
(EMAXESIBENI)**

ESSENTIAL REQUIREMENTS: Grade 12 • A relevant 3 year tertiary qualification, preferably a National Diploma B. Com with financial accounting, Cost & Management as Major subject • 8 years or more relevant experience covering all aspects of the relevant Financial process and the Management of financial information or having gained specialist experience in a finance discipline • Municipal Financial Management Certificate will be an added advantage •

Experience on Munsoft and Payday will be an added advantage • Competency in the use of computer package • Valid driver's license.

KEY PERFORMANCE AREAS: Manage expenditure and Payday within the Municipality • Oversee expenditure of suppliers and payroll within the general ledger • Prepare financial reports for internal and external use • Monitor, design, review and implement internal controls, policies and procedures • Management of payments for suppliers and salaries • Management of VAT related transactions and submission to SARS • Review expenditure, Payroll, VAT reconciliations and management of controls accounts • Management of staff within the unit • Advise the Chief Financial Officer on internal and external audit matters.

MANAGER BUDGETING REPORTING

TASK GRADE: 16

ANNUAL BASIC SALARY: R619 171.00 PLUS BENEFITS

**STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES
(EMAXESIBENI)**

ESSENTIAL REQUIREMENTS: Grade 12 • A relevant 3 year tertiary qualification, preferably a National Diploma B. Com with financial accounting as a major subject • 8 years or more experience in preparation of budgets and reporting, covering all aspects of the budgeting process as a whole, management of financial information, grant management and monitoring and preparation of annual financial statements and consolidated financial statements. • Competency in the use of computers especially in Excel, Power point, Outlook, Internet, CaseWare and Munsoft Financial system • Acquisition of CPMD and professional registration with Cigfaro will be an added advantage • Valid driver's license

KEY PERFORMANCE AREAS: Facilitate the compilation and co-ordination of the budgets, assist with the adherence to the budget reforms and working procedures and Execute budget management duties and responsibilities according to the MFMA, including cash management and supply chain management • Apply budget control measures in line with approved policies and legislative requirements and monitor milestones and cash flow projections for the annual and adjustment budget process • Ensure monthly, quarterly and annual reports are prepared and submitted to National and Provincial Treasury, other related departments and institutions as well as managing the financial performance pertaining to grants and subsidies • Ensure financial compliance with all legislation applicable to the institution including the preparation of the Annual Financial Statements and Consolidated financial statements (ANDM and the Entity) in terms of GRAP Standards up to the production of a working paper file, assisting in attending and following up of audit queries, ensuring the information submitted to the auditor general is appropriate • Provide technical support to all ANDM departments in the implementation of mSCOA, keep updated with changes in mSCOA regulations and implement necessary adjustments and ensure compliance with those Treasury updates, effectively direct and manage the budget office and related personnel

2. COMMUNITY DEVELOPMENT SERVICES – FIRE AND RESCUE

PLATOON COMMANDERS X4

TASK GRADE: 12

ANNUAL BASIC SALARY R376 287.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • Fire Fighter 1 & 2 • Pump Operator/Aerial Appliance qualification • Fire Prevention course • Fire Investigation • Fire Service instructor 1 • High Angle Rescue 1 • Higher Certificate in Fire Technology (Fire services) • Code C1 Driver's

ERF 1400 NTSIZWA STREET, PRIVATE BAG X511, EMAXESIBENI, 4735,

TEL: 039 254 5000 FAX: 039 254 0343 WWW.ANDM.GOV.ZA CUSTOMER CARE LINE: 086 000 3781

License • Peace Officer course • Fire Officer 1 • Computer literacy: MS Office • 06 years operational experience of which 02 years must be at Senior Firefighter level.

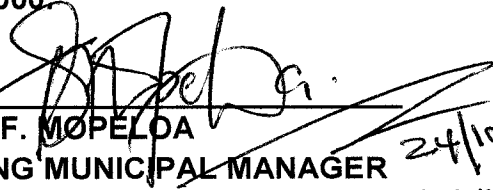
KEY PERFORMANCE AREAS: Plan and conduct routine and general fire safety inspections for identifying possible contraventions of the building regulations • Manage in-service training of staff for effectiveness and efficiency in service delivery or any incident handling • Supervise Senior Firefighter to coordinate daily activities by delegating tasks • Compile reports of all.

Closing date: 08 November 2024 @ 15h00

Please note: Applicants must submit a completed **ANDM Employment Form** obtained from our offices or on our website (www.andm.gov.za) and a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license where applicable. **Applications should be forwarded to the Corporate Services Department, Alfred Nzo District Municipality, ERF 1400 Ntsizwa Street, Mount Ayliff, 4735. Appointment will be subject to appropriate security clearance/criminal record check, a competency as well as reference and qualification checks.** If applicants receive no notification within two months from the closing date, please assume that your application was unsuccessful. The council reserves the right not to fill the position. Alfred Nzo District Municipality is an equal opportunity and affirmative action employer and people from designated groups.

LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED

All enquiries should be directed to Mr. S Fikeni: Senior HR Officer by telephone at (039) 254 5000


MR T.F. MOPELELA
ACTING MUNICIPAL MANAGER

*24/10/2024.
out of office-bound.*